



Al-Ashraf
PRIMARY SCHOOL

Al-Ashraf Primary School

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HEALTH AND SAFETY POLICY

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Body

CONTENTS PAGE

CONTENTS PAGE	2
1. PART ONE: STATEMENT OF INTENT.....	3
2. PART TWO: ORGANISATION	4
2.1 DUTIES OF THE GOVERNING BODY	4
2.2 THE DUTIES OF HEADTEACHER	5
2.3 THE DUTIES OF SUPERVISORY STAFF	6
2.4 CONTRACTORS	7
2.5 DUTIES OF CLASS TEACHERS.....	7
2.6 DUTIES OF ALL EMPLOYEES (INCLUDING TEMPORARY AND VOLUNTEERS)	8
2.7 SCHOOL HEALTH AND SAFETY REPRESENTATIVES.....	8
2.8 PUPILS.....	8
2.9 VISITORS, MEMBERS OF THE PUBLIC AND VOLUNTEERS.....	9
2.10 PARENTS	9
3. PART THREE: GENERAL ARRANGEMENTS – HEALTH, SAFETY AND WELFARE	9
3.1 ACCIDENT REPORTING, RECORDING AND INVESTIGATION.....	9
3.2 ASBESTOS.....	10
3.3 CONTRACTORS	10
3.4 CURRICULUM SAFETY (INCLUDING EXTENDED SCHOOLS ACTIVITY/STUDY SUPPORT)	11
3.5 DRUGS & MEDICATIONS	11
3.6 GUIDANCE FOR CHILDREN WITH ASTHMA	12
3.7 ELECTRICAL EQUIPMENT [FIXED AND PORTABLE]	14
3.8 FIRE PRECAUTIONS & PROCEDURES.....	14
3.9 FIRE MANAGEMENT	14
3.10 FIRST AID	15
3.11 GLASS AND GLAZING	15
3.12 HAZARDOUS SUBSTANCES	15
3.13 HANDLING & LIFTING	15
3.14 LETTINGS/SHARED USE OF PREMISES	15
3.15 LONE WORKING	16
3.16 MAINTENANCE / INSPECTION OF EQUIPMENT.....	16
3.17 PHYSICAL CONTACT AND INTERVENTION.....	16
3.18 RISK ASSESSMENTS	16
3.19 SCHOOL TRIPS/ OFF-SITE ACTIVITIES	17
3.20 STAFF WELL-BEING / STRESS.....	17
3.21 VEHICLES ON SITE	17
3.22 STAFF CONSULTATION	17
3.23 VIOLENCE TO STAFF / SCHOOL SECURITY	18
3.24 WORKING AT HEIGHT	18
3.25 WORKPLACE INSPECTIONS AND PREMISES RISKS	19
3.26 ACTION TO BE TAKEN IN THE EVENT OF A FIRE	19
3.27 EVACUATION PROCEDURE ON HEARING THE FIRE ALARM	20
3.28 FIRE DRILLS	20
3.29 TESTING OF FIRE ALARM SYSTEMS AND EMERGENCY LIGHTING.....	20
3.30 EMERGENCY EXITS	20
3.31 HOUSEKEEPING	20

3.32	PORTABLE ELECTRICAL EQUIPMENT	20
3.33	DISPLAYS.....	21
3.34	FLAMMABLE LIQUIDS AND CHEMICALS	21
3.35	SMOKING	21
	APPENDIX A HEALTH CARE PLAN	22
	APPENDIX B MEDICATION RECORD.....	24
	APPENDIX C NEAR-MISS REPORT	25
4.	VERSION HISTORY.....	26

1. PART ONE: STATEMENT OF INTENT

The school’s Governing Body and Headteacher recognise and accept their responsibilities under law as responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work etc. Act 1974, this school’s Governing Body will ensure as far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Offsite visits.
- sufficient information, instruction, training, and supervision are available and provided.
- arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

Al-Ashraf Primary aims to provide a safe, healthy, Islamic environment for all **who work, study, and visit there. To reduce hazard levels, all members of staff and all pupils must understand** and appreciate that their own safety and that of others always depends on their conduct and vigilance.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training, and supervision available to protect the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff is required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others and;
- To co-operate with the Governing Body and Senior Leaders so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice will be complied with as necessary.

2. PART TWO: ORGANISATION

2.1 Duties of The Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the schools Safety Policy and the advice and guidance provided by Health and safety officer.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- Identify and evaluate all risks relating to:
 - The premises.
 - School activities.
 - Educational visits.
- School-sponsored events.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils, and others.
- Create and monitor the management structure to enable the implementation of health and safety.

In Particular the Governing Body Undertakes to Provide:

- A safe place for staff and pupils to work including safe means of entry and exits.
- Plant equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.

- Safe and healthy working conditions which take into account all appropriate:
 - Statutory requirements.
 - Codes of practice.
 - Guidance.
- Supervision, training, and instruction so that all governors, staff, and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- The required safety and protective equipment and clothing together with information on its use.
- Adequate welfare facilities.
- As far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
 - This policy.
 - All other relevant health and safety matters.
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.2 The Duties of Headteacher

As well as the general duties of all members of staff, the Headteacher/senior leaders have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors, and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Headteacher, senior members of staff, teachers, and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are always maintained. In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- Ensuring safe working conditions of the school premises and facilities.
- Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities, or services or attending or taking part in school-sponsored activities.
- Ensure safe working practices and procedures throughout the school so that all risks are controlled.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body are made aware of the findings.

- Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence.
- Monitor the standards of health and safety throughout the school, including all school-based activities.
- Monitor the health and safety management structure, in consultation with the governors; including Health and Safety Officer, on health and safety issues; and encourage staff and others to promote health and safety.

2.3 The Duties of Supervisory Staff

(This includes Senior Leadership Team, lunchtime staff and teaching assistants)

In addition to the general duties which all members of staff have, supervisory staff will be personally responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities, they will oversee that:

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures, and codes of practice are being applied effectively.
- Staff, pupils, and others under their jurisdiction are instructed in safe working practices.
- New employees are given instructions in safe working practices.
- Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Positive, corrective action is taken where necessary to protect the health and safety of all staff, pupils, and others.
- All plant, machinery, and equipment in the department in which they work is guarded, in safe working order and restricted to authorised persons only.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the respective areas in which they work.
- All health and safety information are communicated to the relevant persons.

- They report any health and safety concerns to the Health and Safety Officer.

2.4 Contractors

The school follows the guidance issued by the HSE as outlined for the selection, appointment, and monitoring anyone, undertaking works. These include:

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g., CHAS or a combination taking into consideration nature and scale of the works required).
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions, etc.
- Having clearly identified personnel who are points of contact for contractors and visiting workers.
- Having all significant and unusual hazards and risks on site clearly identified.
- Exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- Segregation of traffic and pedestrians.
- Segregation of contractors and occupants of the school (where possible).
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.
- Implications on fire precautions due to possible increased risk and interference with fire alarm.
- System and routes of evacuation.

2.5 Duties of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Health and Safety Officer on health and safety equipment and on additions or necessary improvements to equipment.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Health and Safety Officer.

2.6 Duties of All Employees (including temporary and volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- Observe all instructions on health and safety issued by the Health and Safety Officer or School for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Health and Safety Officer of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Health and Safety Officer of any shortcomings they consider being in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Health and Safety Officer.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered;

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy them that those responsibilities as appropriate are re-assigned in their absence. The Deputy Head must approve such re-assignments.

2.7 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Officer. Health and Safety Officer will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out health and safety inspections.

2.8 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.

- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.9 Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Health and Safety Officer will therefore have responsibilities for undertaking thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training, and supervision for the tasks they will be undertaking.

2.10 Parents

Parents are required to ensure that the school has up-to-date contact addresses and telephone numbers so that parents (or other responsible nominated adults) may be contacted in emergencies.

Ensure that pupils attend school in good health.

Explain all absences promptly.

Support the teachers' role and the discipline of the school.

Ensure early contact with the school over matters concerning the health and safety of their own and other children.

Allow pupils to take on an increasing amount of responsibility as they progress through school.

Accept responsibility for the conduct of their own children in and out of school.

3. PART THREE: GENERAL ARRANGEMENTS – HEALTH, SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

3.1 Accident Reporting, Recording and Investigation

All staff will be encouraged to report accidents, incidents and near misses and Health and Safety Officer will investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near-miss forms will be reported to Health and safety officer.

3.2 Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos.
- Removing asbestos containing materials where the risk to building users is unacceptable.
- To have a named officer (the Health and Safety) who will have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos.

3.3 Contractors

The school follows the guidance issued by HSE for the selection, appointment, and monitoring anyone undertaking works. These include:

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g., CHAS or a combination taking into consideration nature and scale of the works required).
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions, etc.
- Having clearly identified personnel who are points of contact for contractors and visiting workers.
- Having all significant and unusual hazards and risks on site clearly identified.
- Exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- Segregation of traffic and pedestrians.
- Segregation of contractors and occupants of the school (where possible).
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.
- Implications on fire precautions due to possible increased risk and interference with fire alarm.
- System and routes of evacuation.

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing visitors with copies of appropriate hazard registers such as the asbestos register.
- Telling visitors about hazards on site.
- Asking visitors about the hazards and risks which they are bringing on site (e.g., creating noise, dust, fumes).

- Asking visitors about any possible interference with normal working practices (e.g., re-routing of emergency escape routes).
- Controlling access so that contractors know who may also be working on site.
- Sign-off/safe completion certificates.
- Ensuring completion of the Premises Log Book by contractors and visiting persons.

3.4 Curriculum Safety (including extended schools activity/study support)

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be apprised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work/lesson plans will assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitable group size.
- Suitability for whole class participation.
- Where specific skills need to be taught.
- Levels of hygiene required.

3.5 Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. Specialist bodies may be approached to provide additional background information for staff.

There is no legal duty requiring school staff to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

Administering Medicines in the short term

No member of paid or voluntary staff are legally allowed to administer medicines, this includes paracetamol, ibuprofen, and aspirin. Pupils will be required to administer their own medication. In the event of an emergency only an appointed first aider can administer medication and only if the first aider thinks that the child may not be able to administer themselves and their life is in danger.

Long-term, special medical needs

No member of paid or voluntary staff are legally allowed to administer drugs, this includes paracetamol, ibuprofen, and aspirin. Pupils will be required to administer their own medication. In the event of an emergency only an appointed first aider can administer medication and only if the first aider thinks that the child may not be able to administer themselves and their life is in danger.

Procedure for Medicines in School

Health Care Plan Form (Appendix A) will be filled in by the parents and retained in the child's file. This only applies to inhalers- see Asthma Guidance below.'

Under all circumstances, children must administer their own medicine or by the parent, by agreement with parents and school.

If children refuse to take medication, staff do not force them to do so. Parents will be notified as a matter of urgency.

Staff do not dispose of medicines. Parents will collect any leftover medication.

Request for School to administer medication

The school are not legally allowed to give your child medicine, the school can only supervise your child in taking their medication, by completing and signing the form (Appendix B). All teachers will have a copy of Medication Record Form.

3.6 Guidance for children with asthma

Children with asthma are encouraged to take full part in all school activities.

Asthma causes the narrowing of the airways in the lungs, making it difficult to breathe. Symptoms include attacks of breathlessness and coughing and tightness in the chest, which can exacerbate the difficulty in breathing.

Individuals with asthma are often sensitive to several common irritants, including grass pollen, tobacco fumes, smoke, glue, paint, and fumes. Animals, such as guinea pigs, hamsters, rabbits, or birds can also trigger attacks.

Most children are able to lead a normal life by managing their asthma and being aware of situations which could lead to an asthma attack. However, staff must be fully informed and able to cope with this potentially fatal illness.

Teachers must:

- Know in all classes taught, which pupils have asthma.
- Be aware of the situations that can lead to an asthma attack.
- Know what to do if this happens in one of your lessons.

Below are examples of curriculum areas and specific activities which could trigger asthma attacks.

PE (Physical Education)

Exercise is a common trigger for an asthma attack, but this is not a reason for children not to participate in P.E.

Teachers must be particularly aware of pupils with asthma when working outside on cold, dry days or when there are high winds.

Asthmatic pupils are commonly allergic to grass pollen, so this should be considered, especially during the summer months.

Swimming is a good form of exercise for asthmatic pupils, who are unlikely to suffer an attack unless the water is very cold or heavily chlorinated.

Teachers should beware of competitive situations when pupils with asthma may over-exert themselves.

Other Subjects

Be particularly aware of asthma sufferers during activities producing dust and fumes. E.g., glue, paint, varnish.

Take particular care in the production of irritant gases and when burning materials.

During field trips, grass and other pollen can present difficulties for asthmatic pupils.

Preventer Inhalers

These are brown, orange, cream, maroon or green. They are used regularly early morning and evening and are of no use during an asthma attack. There is therefore no need for these inhalers to be in school.

Reliever Inhalers (Blue Inhalers)

In the event of an asthma attack, these inhalers work quickly and are effective for about 4 hours. However, if a child needs to use their inhaler more often, they can do so, and parents will be informed of this. They can also be used prior to exercise and must be available during exercise if needed. Spacers must be used with inhalers.

Asthma can be a life-threatening illness and attacks can start very rapidly. It is therefore vital that asthmatic children have instant access to their inhalers. Inhalers must be clearly labelled and can be given to the teacher, who will store it safely within easy reach of the child until it is required. Children are required to administer the inhaler themselves under supervision of the teacher. It is recommended that an additional inhaler is kept centrally in the office. The teacher will keep a record of the dosage taken and signed by the parent at the end of the school day.

Reliever inhalers must always be taken with the child on all off-site activities e.g., educational visits, swimming.

Staff are advised that inhalers should not be stored where there is excessive heat or cold.

It is parents' responsibility to check the date on the medication and wash spacers when necessary. The school will ensure all devices are taken home before the summer holidays and replaced in September.

If high doses of the reliever inhaler are taken, the worst that will happen is that the child will feel very shaky but this will soon wear off.

3.7 Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with HSE recommendations, Portable Appliance Testing on an annual basis by an authorised body. This is currently undertaken by the Health and Safety Governor who is a competent person. Staff should not use their own electrical equipment unless it has been inspected by the designated PAT tester.

Fixed electrical checks will be carried out in accordance with HSE recommendations, Fixed Wiring Periodic Test, and Inspection.

3.8 Fire Precautions & Procedures

An annual fire risk assessment is carried out using county guidance assessment. The standards required within this risk assessment can be found in the 'Fire safety risk assessment guide for educational establishments.

3.9 Fire Management

The Health and Safety Officer has responsibility for implementing the Fire Management Plan by:

- Taking note of any significant findings from the fire risk assessment and any action taken.
- Testing and checking of escape routes, including emergency exit devices and any electromagnetic devices.
- Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person.
- Recording of false alarms.
- Testing and maintenance of emergency lighting systems.
- Arranging contractors (currently laser alarms) to test and check fire extinguishers, etc.
- Arranging contractors (currently laser alarms) to test and check other fire safety equipment such as automatic fire doors, fire alarms, etc.
- Overseeing maintenance and audit of any systems that are provided to help the fire and rescue service.
- Overseeing all alterations, tests, repairs, and maintenance of fire safety systems, including passive systems such as fire doors.

3.10 First Aid

The Headteacher has overall responsibility for First Aid training. Staff assess if a child is unwell or requires simple first aid but will involve the Senior First Aider for further assessment if necessary.

Every person carrying out first aid must wear protective gloves if they will come into contact with blood or other body products.

All serious injuries (and always for injury to the head) must be reported to the Senior First Aider.

Cuts and grazes are cleaned by rinsing under running water. Pat dry with white kitchen roll. Never use cotton wool or paper towels. Bleeding is easily stopped by pressure and elevation. Surrounding area can be cleaned with soap.

All accidents are recorded in an accident report form and parents are informed. For head injuries, parents will receive an email consisting of the first aid report, with advice and first aid administered via Compass.

3.11 Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.

3.12 Hazardous Substances

GCC SHE Procedure SHE (safety, health, and environment) COSHH (Control of Substances Hazardous to Health) has been adopted in respect of managing hazardous substances. Where hazardous substances are used Health and Safety Officer themselves will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first.

3.13 Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

3.14 Lettings/shared use of premises

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

3.15 Lone Working

Headteachers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, signing in and out and other means of monitoring staff whereabouts.

Staffs themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.16 Maintenance / Inspection of Equipment

Guidance issued by HSE on servicing, testing or inspection is followed and records kept.

3.17 Physical Contact and Intervention

This guidance applies to all staff.

Physical contact can and should be used appropriately and positively to reinforce relationships. Touching can give welcome reassurance to the child. However, touching should never take place in private. Staffs are protected from unfounded accusations if witnesses are present, consent must be obtained in all cases, touching without consent can result in common assault.

Physical intervention as a means of control should always be the minimum the situation requires. It should:

- Only be used as a last resort.
- In the best interests of the child.
- Never be punitive.
- Be reasonable, proportional, and necessary.

Holding: (which falls short of restraint) can be used to direct or calm pupils. Restraint can be used where there is immediate risk of injury or considerable damage where it may be possible to demonstrate credibly that there were strong indicators of injury, e.g., tripping up a pupil, pulling hair, twisting an arm etc.

Staff should not place themselves in danger but staffs are expected to engage in some risk where there is evident danger to children. Staff should not put themselves in personal danger merely to safeguard property.

Please refer to the Safeguarding Children Policy and Procedures for issues involving allegations or child protection.

3.18 Risk Assessments

Every member of staff is responsible for carrying out a visual risk assessment before the start of the lesson. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records. Risk assessments should be reviewed periodically or where there is a change in circumstances.

Guidance on minimising risks regularly encountered e.g., journeys, manual handling of a disabled child, swimming pool safety, use of gym equipment, are recorded. Risk Assessment for other significant activities e.g., off-site visit destinations, should also be recorded.

Some risk assessments are more immediate e.g., whether to restrain a child, where to grit on frosty mornings. A written assessment is not appropriate but any lessons learnt should be noted.

3.19 School Trips/ Off-Site Activities

See Educational Visits Procedure and risk assessments.

3.20 Staff Well-being / Stress

Headteacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g., workload, emergency call out, job security etc. and implement appropriate control measures, as far as is reasonably practicable.

Where workplace stress arises, Headteacher will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

3.21 Vehicles on Site

The governors will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic.
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
- Wherever possible avoid same-access for all.

3.22 Staff Consultation

Every opportunity will be taken to consult with staff regarding health and safety matters. The governors and Headteacher will ensure that any necessary on-the-job training is given: particular attention will be paid to new staff. Where appropriate, staff may be encouraged to attend health and safety courses. It is the responsibility of individuals to identify for themselves possible training requirements.

3.23 Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body will liaise with their local Crime Prevention Officer.

Headteachers are responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk. Headteacher will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Gates are closed to traffic during the school day. Vehicular access to the school is controlled by visitors using an intercom system connected to the school office and nursery. School staff can release the automated gates at their discretion if there is no risk to children and staff in the playground. All visitors to school must report to the school office where they sign in a visitor's book and are issued with a badge. Visitors also report back to the office to return their badge and sign out on departure.

All voluntary helpers in school have DBS (Disclosure and Barring Service) clearance.

Staffs always courteously challenge anyone on site who they do not recognise and who is not wearing a badge.

During the school day, external doors are kept locked. The main entrance can only be accessed by a release switch from inside the office or a button inside the door. All staff members, however, can use a code outside the door. Children are not allowed to press the button to allow visitors in to school without permission from a member of staff.

All children are told that once they have arrived at school, they must not leave without permission. As long as they do not go through a fence or gate, they will be in school.

Children attending after school clubs require a consent form signed by their parent/guardian. If a child is unable to attend their nominated club for any reason the teacher concerned must be informed beforehand.

In the evenings when the school hall is hired out, there is no access to any classrooms.

All adults should exercise due care and diligence to ensure their actions do not compromise security measures.

3.24 Working at Height

Headteacher will ensure that working at height is risk assessed in accordance with H&S guidance and that appropriate control measures are put in place to mitigate those risks.

Staffs themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.25 Workplace Inspections and Premises Risks

The buildings committee will carry out regular risk assessments associated with the premises.

The Health and Safety Officer will ensure that hazards associated with premises are monitored and controlled.

3.26 Action to be taken in the Event of a Fire

Any person discovering a fire should raise the alarm immediately by operating the nearest call point.

Only tackle the fire with a suitable fire extinguisher, if you consider it safe to do so, are confident in the use of firefighting equipment and have received adequate training in its use. Only tackle fires which are of a minor nature. **DO NOT TAKE RISKS!** Remember always raise the alarm before tackling a fire!

The school does not have an automatic fire alarm system, linked to the Fire Service, therefore the School Admin, Headteacher or a member of the Senior Leadership Team should call the Fire Service using the '999' system in the event of fire, or the fire alarm activating.

In the event of the electrical fire alarm system actuating, the sounders should not be silenced, (or the system re-set), until confirmation is received that all persons have left the building and permission has been given to 'clear' the system by the Senior Fire Officer present.

The Fire Service should be called to every outbreak, or suspected outbreak of fire, no matter how small (irrespective of whether or not the fire has been extinguished). The '999' system should always be used, even if the fire appears to have self-extinguished.

3.27 Evacuation Procedure on Hearing the Fire Alarm

Please see the fire safety procedures.

3.28 Fire Drills

Fire drills will be carried out at least three times during the academic year. Each exercise will be started by activating the fire alarm and may include a simulated evacuation drill with the assumption that one escape route is not available. Fire drills will be recorded by the Health and Safety Officer/Deputy Head.

3.29 Testing of Fire Alarm Systems and Emergency Lighting

The fire alarm system will be tested weekly each Tuesday between 9.00 and 9.15 am and emergency lighting will be tested monthly by the Health and Safety Officer/ Fire Wardens and recorded in the log book.

3.30 Emergency Exits

It is the responsibility of all staff to ensure that all emergency exits and escape routes are always kept clear and free from obstruction.

3.31 Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

At the end of the day staff should ensure that:

- All flammable materials are locked away.
- All valuable equipment is secured.
- All electrical equipment is switched off.
- All windows are securely shut.
- All internal doors closed (to prevent the spread of fire).

Electrical sockets must not be overloaded with multi-point adapters. Only use adapters where it is unavoidable. Staff should request additional sockets if necessary.

3.32 Portable Electrical Equipment

Electrical equipment should be switched off when not in use. A blown fuse should only be replaced after the cause of its failure has been discovered. Portable electrical appliances will be tested for safety annually by the Health and Safety Governor.

3.33 Displays

The cardboard, paper and plastic used for displays can be a means of rapid-fire spread. To reduce the risk of fire spread along display materials:

- Do not put displays down stairways which are part of a designated fire escape route.
- In the school corridors, keep display materials away from curtain, doors, and heat sources.
- Try to keep down the total area used for displays in any one area.
- Keep displays away from exits and ceiling voids which lack fire barriers.

3.34 Flammable Liquids and Chemicals

The storage of flammable liquids should be strictly monitored, with the amounts of flammable liquids and chemicals stored inside the school kept to the minimum necessary for day-to-day use. Chemicals must be stored in locked areas.

3.35 Smoking

Smoking or vaping is strictly forbidden on school property.

Appendix A Health Care plan

HEALTH CARE PLAN

Child's details:

Name	
Address	
Date of Birth	

Contact details:

Name of parent	
Tel. No	
Other Contacts (Names & No's)	

Details of Child's GP:

Name	
Address	
Tel. No	

Details of Child's Medical Condition/ Allergy:

Name	
Signs/ Symptoms/Difficulties	
Possible Causes/ Triggers	

Precautionary Measures:

1	
2	
3	
4	

Medication:

Name of medication	
Dosage	
When to administer	
Who can administer	
Special Instructions (storage, training etc)	

Consent and agreement signed by parent:

I agree to the staff of Al-Ashraf Primary and Nursery taking responsibility and administering prescribed medication as shown above, as required, either on a regular basis or in the event of a medical incident/emergency.

I understand that it is my responsibility as a parent to supply the necessary prescribed medication and to ensure that supplies are adequate in quantity and do not exceed the expiry date shown.

Medication should be supplied in its original packaging, with the pharmacy label showing child's name and dosage still attached.

Appendix C Near-miss report



Near-Miss Report Form

This form should be completed by any employee who witnesses a near-miss incident, such as collapsing shelves, items falling from height, charred, or burnt electrical equipment or furniture, or a slip on a slippery surface, where the person did not actually fall.

Your name:	
Your job title:	
Location of near-miss:	
Date of near-miss:	
Time of near-miss:	
Please describe the near-miss which you witnessed below:	
Names of any other witnesses:	

Signature: Date:

Please send all completed forms to the Health & Safety Officer.

4. VERSION HISTORY

Issue Date	Version Number	Approved By
30/6/2006	1.0	Head Teacher
27/1/2010	2.0	Head Teacher Governing Body
16/12/2013	3.0	Head Teacher Governing Body
15/11/2017	4.0	Head Teacher Governing Body
23/11/2018	5.0	Headteacher Governing Body
24/06/2020	6.0	Headteacher, Health & Safety Officer, Governing Body
12/10/2021	7.0	Headteacher, Health & Safety Officer, Governing Body
12/10/2022	8.0	Headteacher, SLT, Governing Body
12/10/2023	9.0	Headteacher, SLT, Governing Body