



Al-Hijrah School
مدرسة الهجرة

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H&S Procedures & Policy

Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated:	April 2015
Next Review Date:	As required

Reviewed by:	SLT / Governing Body / IEB
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This Policy was adopted by Al-Hijrah School on:	Date: 19 May 2015
Name:	Signed:
Name: David Willey (IEB)	Signed: 

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HEALTH & SAFETY PROCEDURES & POLICY

1. *Introduction*

- 1.1 The Health and Safety at Work etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and employees.
- 1.2 The general objectives within the scope of the legislations are:
- a) To secure the health, safety and welfare of employees at work.
 - b) To protect people other than employees at work against risks to health and safety arising out of work activities
 - c) To identify the hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
 - d) To control the productions, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, wither inadvertently or deliberately.
 - e) To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

2. *Statement of Health & Safety Policy*

- 2.1 We regard as important the occupational health and safety of our pupils and employees. It is our policy to provide safe and healthy working conditions and to enlist the support of all personnel to achieve this. We also recognise our obligation to carry out risk assessment programme and set high standards of Health and Safety practice. We will take all reasonable steps to meet our responsibilities by:
- a) Promoting high standards of Health, Safety and Welfare to ensure that these comply fully with the terms and requirements of the Health and Safety at Work Act 1974.
 - b) Maintaining safe and health workspaces and systems of work and by protecting all children, teachers, members of the general public and contractors from foreseeable work hazards.
 - c) The provision and maintenance of a safe and healthy working environment for all employees with adequate facilities and arrangements for their welfare.
 - d) Provide all employees and contractors with information, instruction, training and supervision to enable them to avoid hazards/risks and contribute positively to their own health and safety at work.
 - e) The development of safety awareness among employees and particularly those with direct responsibilities for Health and Safety.
 - f) The encouragement of full and effective joint consultation on Health and Safety matters.
 - g) Maintaining, so far as reasonably practical, such a condition that it is safe and without risk to health and has a safe means of ingress and egress.
 - h) During Fire Drills, simulated fires can also be conducted.
 - i) The appointed Consultants will provide competent technical advice on Health and Safety matters, where this is necessary to assist management in its task without detracting from the primary responsibilities of management and supervisors for ensuring the safe working conditions and practices.
 - j) The School management will draw the attention of all employees to Section 7 of the Health and Safety at Work Act 1974, which requires each employee to take reasonable care for the health and safety of himself/herself and others which may be affected by his/her actions and also the duty to fully co-operate with the school, so as to enable it to carry out its responsibilities.
 - k) The School management will issue a copy of this statement of general policy and any revision to it, to all concerned. It will be supplemented in appropriate cases by further statements relating to responsibilities, arrangements, proceedings and codes of particular trades and disciplines.

3. *Organisation & Management*

- 3.1 The Governing Body is ultimately responsible for ensuring a safe and healthy environment within the school.
- 3.2 Responsibility for the day to day discharge of this duty is delegated to the Head Teacher.
- 3.3 The Head teacher will discharge his overall responsibility for the application of the Governor's Health and Safety policy by:
- Delegating to colleagues responsibility for aspects of health and safety.
 - Coordinating the implementation of safety procedures.
 - Taking appropriate action immediately when any hazard is reported.
 - Obtaining expert advice on relevant matters upon request.
 - Ensuring that accidents and hazards are recorded, reported as appropriate and action is taken.
 - Reporting on health, safety and welfare matters to the Governing Body.
- 3.4 The Headteacher or designated person will:
- Be the focal point for day to day references on safety.
 - Monitor the day to day condition of the site and works & working practices on it.
 - Ensure that a fire drill is carried out each term.
 - Review annually with the site team all safety procedures.
- 3.5 The First Aid Officer will:
- Review annually the provision of first aid.
 - Ensure on a half-term basis that first aid boxes are fully stocked.
- 3.6 All Senior Members of Staff and Members of the Site Teams will ensure that as appropriate:
- Accidents are notified to the First Aid Officers.
 - Hazards are reported immediately to the Finance Administrator and Caretaking Staff.
 - Toxic and highly flammable substances are correctly used, stored and labelled.
 - Codes of good practice and other safety requirements as laid down from time to time are made known and complied with.
 - Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available.
 - All equipment is in good and safe condition and electrical connections and outlets are in good and safe order.
 - Staff and students under their jurisdiction are instructed in safe and healthy working practices.
 - Teachers are to follow the PEEP (Personal Emergency Evacuation Plan) as required.
- 3.7 Particular Responsibilities of Class Teachers
- 3.8 The safety of students in classrooms, science laboratories and computer rooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the team leader before any activities take place.
- 3.9 A class teacher is expected to:
- Know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching area and to ensure that they are applied.

- b) Exercise effective supervision of students and ensure that they know the general emergency procedures in respect of fire and first aid and the safety measures of the teaching area.
- c) Give clear instructions and warnings as often as is necessary (notices, posters, hand-outs are not enough)
- d) Ensure that students' coats, bags, cases, etc. are safely stowed away.
- e) Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- f) Follow safe working procedures personally.
- g) Make recommendations on safety matters to the Line Manager.

3.10 Particular Expectations of Pupils

3.11 It is the duty of all staff to explain and reinforce by reference to practical examples the pupil's role in health and safety.

3.12 Pupils are expected to:

- a) Exercise personal responsibility for safety of themselves and others.
- b) Observe standards of dress and behaviour consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous).
- c) Observe health and safety rules of the school in particular the instructions from staff given in an emergency.
- d) Use and not wilfully, neglect or interfere with things provided for safety.

4. Arrangements

4.1 Supervision of Pupils

- a) Teaching Staff Duty Rotas are published annually and maybe, reviewed and revised from time to time.
- b) Where a colleague is on duty before or after the school day it should be noted that responsibility is accepted for 10 minutes on either side of these hours.
- c) Pupils are allowed to enter buildings and sit in specified areas before morning school at their own risk.
- d) At lunchtime, the teaching staffs who voluntarily undertake supervision are supplemented by supervisors who are responsible to the Site Team.
- e) All staff is under the duty to control and direct pupils as they move between different parts of each building.

4.2 Site contractors are under obligation to discuss with the Finance Administrator of any potential hazards arising from their work and agree on safeguards.

5. First Aid

5.1 First Aiders

Sr. Safa Abdalla	Sr. Shafiya Begum	Sr. Sandeep Kaur	Br. Tariq Rashid
Sr. Rahma Abdullahi	Sr. Asia Bibi	Sr. Sadia Khan	Sr. Adeena Saleem
Br. Shiraz Ahmad	Sr. Susan Coughlan	Br. Shmiem Khan	Sr. Arrwa Yehia
Br. Shafiq Ahmed	Sr. Kulsum Faruki	Sr. Rabia Khatoon	Sr. Elham Yehia
Br. Mohammed Ali	Br. Amjid Hussain	Br. Amir Miah	Br. Shaid Yousaf
Sr. Rehana Ali	Br. Mohammad Imran	Sr. Nagina Moughel	

- 5.2 Each box contains only first aid requisites and a list of contents.
- 5.3 Deficiencies in the first aid box must be reported to First Aid Officer.
- 5.4 Boxes are to be situated at points listed below:
- a) Main Office/First Aid Room
 - b) Staffrooms – Brothers', Primary/Secondary Sisters'
 - c) Security Desk
 - d) Room 30 (Primary PPA room)
 - e) Library
 - f) Reception Classroom

6. *Emergency Procedures*

- 6.1 Pupils – Refer to Procedures Manual
- a) In the Case of Illness
 - b) In the Case of Accident
- 6.2 Adults
- a) In the Case of Illness
 - i. If any adult on the site suddenly becomes ill, the matter should immediately be reported to the First Aid Officer, who will immediately summon emergency medical help if required and inform both the senior member of staff on the site and the concerned parents or next of kin.
 - b) In the Case of Accident
 - i. First aid should be rendered as far as knowledge and skill permit.
 - ii. The patient should be reassured and where necessary removed from danger.
 - iii. In cases of minor accidents, pupils should be brought to the First Aiders, who will take the decision, if required, to summon emergency medical help and inform the senior member of staff on the site.
 - iv. Further and appropriate action will then be taken.
 - c) In Cases if Illness or Accident Away from School
 - i. Staff conducting parties of pupils outside the school should ensure that they have the mobile telephone numbers of the Headteacher or designated person.
 - ii. In the event of a serious or potentially serious accident the designated person should immediately be informed.
 - iii. The designated person will then take action to inform emergency contacts as necessary.
 - iv. In such situations, the teacher will remain with the child and other children until the child's parents or guardian make(s) contact.
 - d) In Case of Fire
 - i. Heads of Sections are responsible for ensuring that instructions on the action to be taken in case of fire are posted prominently in each room.
 - ii. Teachers should familiarise themselves and their pupils with these instructions and follow them in the event of a fire or other emergency requiring evacuation of the building.
 - iii. The general principles to be observed are:

- a. To evacuate pupils as swiftly as possible by the shortest and safest route (as per escape route)
- b. To sound the alarm
- c. To cooperate with other colleagues in checking that adjacent accommodation has been evacuated.

7. Fire

7.1 Fire Brigade

- a) Access – access to the building is from Burbidge Road or from Cobham Road.
- b) Emergency keys are kept at the Security Desk and should be carried by the Caretaking Staff at all times.
- c) Hydrants – no hydrants are situated in the vicinity of the school.

7.2 The Building

- a) So far as is reasonably possible the school buildings are constructed so as to prevent fire, smoke and flames rising from storey to storey and moving along corridors.
- b) All staff is required to ensure that nothing is done to inhibit the effectiveness of these arrangements, e.g. tying back a fire door. The relevant doors are marked as 'Fire Door'.
- c) Exit routes are all signed and must be maintained free from obstructions.
- d) All staff is required to ensure that they do nothing to inhibit these arrangements.
- e) Gas fire installations are inspected annually.
- f) All staff is required immediately to report suspicion of leakage of malfunction.
- g) In all of the above cases, report to the Caretaking Staff.

7.3 Fire Alarm

- a) The fire alarm signal on both sites is a continuous ringing to the fire alarm bell.
- b) Emergency bell pushes are situated at strategic points.
- c) See attached Plan 2a and 2b.

7.4 Fire Fighting Equipment

- a) There are portable extinguishers and fire blankets, which are hung in different parts of the buildings.
- b) Details of the positions and the kind of extinguishers are given in Plan 3a and 3b.
- c) The above equipment is regularly tested and maintained by a company called BETA Fire Protection Limited.
- d) All staff is given training in the use of the extinguishers.

7.5 Fire Marshals

Sr. Safa Abdalla	Br. Ahmed Hussien	Br. Colin Stewart	Sr. Sunyia Tahir
Br. Mohammed Ali	Sr. Sandeep Kaur	Br. Abduldayem Sultan	Br. Shaid Yousaf
Sr. Rehana Ali	Sr. Sadia Khan		

EVACUATION PLAN

NOTE: ALL FIRE DRILLS/EVACUATION MUST FALL WITHIN 3 MINUTES

8. *The Procedure of Escape*

8.1 In the Event of Fire:

- a) The duty of all staff is to raise the alarm.
- b) Staff teaching pupils should evacuate them immediately, following the instructions posted in the room, towards the assembly points.
- c) Fire Marshals to check that all rooms are clear of personnel and fire doors closed before leaving.
- d) All staff using appliances or equipment should switch/turn them off and leave the building, following the instructions posted in their working areas.
- e) After ensuring the safety of pupils, staff may attempt to put out small fires, using the equipment provided.

8.2 Fire Alarm during Break, Lunch and Salah:

- a) If the fire alarm sounds during break, lunch or Salah time staff and pupils are to leave immediately using the safest and shortest route as outlined in the escape route.
- b) Pupils/staff must not collect personal belongings such as bags, shoes, lunch, etc.
- c) All pupils/persons must assemble at their designated assembly points.
- d) Duty teachers/personnel are to ensure that this occurs quickly and in an orderly manner as possible.

9. *Responsibilities*

9.1 General

- a) Pupils and adults are to move out of the building in an orderly manner.
- b) Coats and bags along with other items are to be left behind.
- c) All doors are to be closed upon leaving a room and lights are turned off.

9.2 Calling the Fire Service

- a) The person discovering a fire should immediately raise the Fire Alarm before calling the Fire Brigade and ensure that the Fire Marshals are aware.

10. *Specific Duties*

10.1 Caretaking/Site Staff – to ensure that gates are opened as required allowing school to evacuate school site.

10.2 Family Liaison/Attendance Officer – to bring the Class Registers with them to the Assembly Points and distribute them to each Class/Form Teacher.

10.3 Form Tutors/Class Teachers – to take a Headcount/Register and inform the Deputy Head/Head Teacher (or delegated person) by keeping their hand raised until all pupils are accounted for.

10.4 Receptionist/delegated person – to bring the Visitor's Book/Log and ensure that visitors are accounted for. Anyone missing/unaccounted for must be identified to SLT/Fire Marshals.

- 10.5 Receptionist/delegated person – to bring staff sheets and ensure that all staff is present. Anyone missing/unaccounted for must be identified to SLT/Fire Marshals.
- 10.6 Science Staff – those working in the Laboratory must turn off gas and electricity at the main points.
- 10.7 Fire Marshals – responsible for checking that pupils and staff have left the building and all doors are closed and lights are off, including toilets; report missing persons to the Fire Brigade/Department as necessary.
- 10.8 The Head and/or Deputy Head teacher – to communicate with the Fire Authorities with respect to any persons that are not accounted for.
- 10.9 Following staff are responsible for specific areas/rooms:

Area / Room	Fire Marshal / Staff Responsible
Main building – upstairs	
Main building – downstairs and Sisters' Hall	
Science Labs/Stockrooms	Sr. Sandeep Kaur
Art/Sound Studies rooms/Office Area/Trust House	Sr. Sadia Khan
Main Hall and classes/rooms near the Main Hall	
Portakabins – upstairs	
Portakabins – downstairs	

11. Assembly Points

- 11.1 FIRE ASSEMBLY POINT NUMBERS ARE BLACK ON WHITE BACKGROUND.
- 11.2 Administration Personnel, Support Staff (all TAs), Kitchen Staff, Cleaners and visitors are to gather at Point 17.
- 11.3 Primary are to gather at positions 6 – 11 (Reception to Year 6) as follows:

POINT	11	11	10	9	8	7	6
FORM	Reception R1 – R2	Years 1a – 1b	Years 2a – 2b	Years 3a – 3b	Years 4a – 4b	Boys UKS2 BY5 – BY6	Girls UKS2 GY5 – GY6

- 11.4 Secondary Girls are to gather at positions 12 – 16 (GY7 – GY11) as follows:

POINT	16	15	14	13	12
FORM	GY7	GY8	GY9	GY10	GY11

- 11.5 Secondary Boys are to gather at positions 1 – 5 (BY7 – BY11) as follows:

POINT	1	2	3	4	5
FORM	BY7	BY8	BY9	BY10	BY11

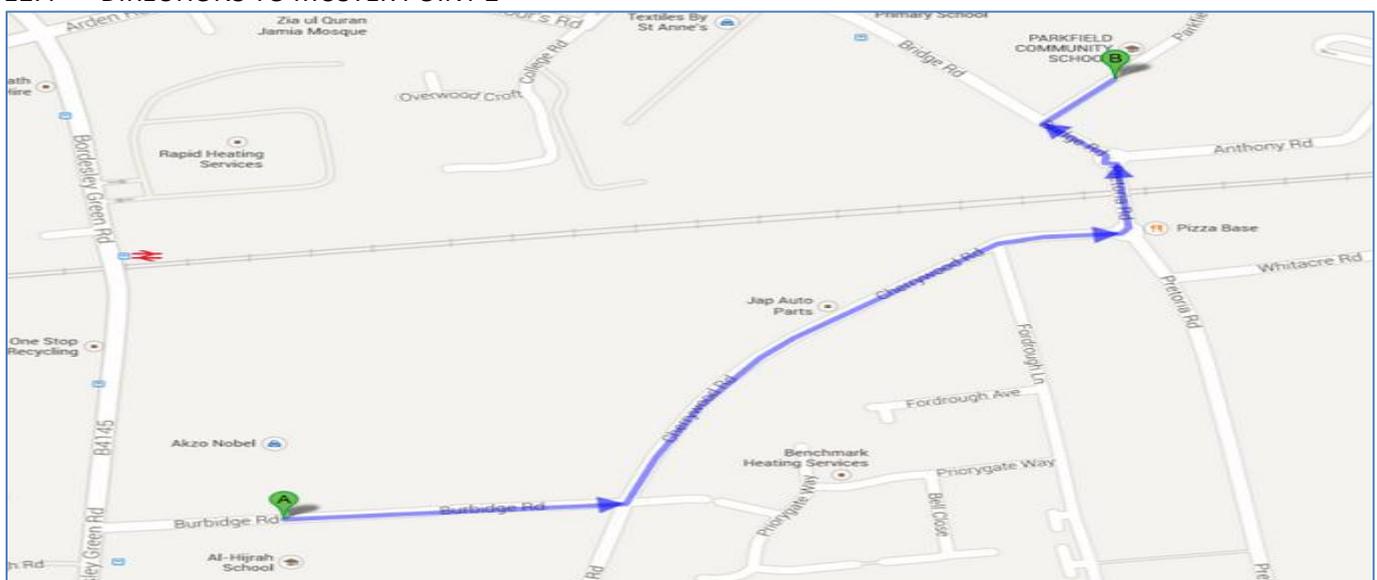
- 11.6 In the event that the fire assembly points have been compromised, the Caretaking/Site Staff are to open the gates to allow pupils and staff to exit the site.
- 11.7 PE pupils and School Visits (Offsite/Returning):
- Remain with their teacher, offsite.
 - Fire Marshal, Sr Sadia will inform the teacher(s) in charge of the Drill/Fire.
 - Teacher(s) in charge will let Fire Marshal, Sr Sadia know which pupils are not with them.
 - Fire Marshal, Sr Sadia will check for those pupils not with the PE/Trip teachers.
- 11.8 Expectations of pupils:
- Walk in silence to your assembly area.
 - Remain in silence in your class/form.
 - Ensure you stay in your two lines per form/class.
- 11.9 Expectations of staff:
- To ensure that the above happens
 - Whistle/Air horn will indicate that everyone is accounted for, pupils can break silence.

12. *Factory Fire – Muster Point 2*

- 12.1 In the event of a fire in a neighbouring factory, the Fire Brigade will inform us, if necessary, to evacuate to our secondary muster point at Parkfield Community School, the address and contact details for which are:

Anna McLaughlin (School Business Manager)
Parkfield Community School, Parkfield Road, Birmingham, B8 3AX
Tel: 0121 464 1131

- 12.2 If this should ever be necessary, the Deputy Headteacher or Headteacher will be informed immediately before raising the alarm to evacuate the school buildings by the safest and quickest route to assemble the pupils at the second muster point.
- 12.3 Staff teaching pupils should evacuate them immediately, following the instructions of senior staff, and make their way to Parkfield Community School.
- 12.4 DIRECTIONS TO MUSTER POINT 2



13. *Fire Prevention*

13.1 All staff is required to:

- a) Report potential fire hazards
- b) Keep smoke retaining doors closed at all times.
- c) Keep all spaces free from combustible waste and litter. This includes oil and fat in kitchen areas and materials immediately adjacent to the outside of buildings.
- d) Ensure that displays are kept away from sources of ignition.
- e) Check that all electrical / gas apparatus is turned off before closing a room.
- f) Be aware of all fire regulation, particularly measures related to hazards in their own areas of operation.

14. *Dangerous Substances*

- 14.1 All team leaders should be aware of actual or potential danger from substances used in the course of delivering the aspects of the curriculum for which they are responsible.
- 14.2 The above substances should be listed in the teams' records, copied to all team members and entered into the central register kept in the Main Office (Finance Office).
- 14.3 Records should also list action to be taken in the event of an emergency.

15. *Electrical Equipment*

- 15.1 All mobile electrical apparatus should be checked by staff prior to use with attention to, for example – frayed cable, cable not fixed firmly to plug, loose wires, etc.
- 15.2 The above apparatus is tested annually according to COSHH regulations. All staff is asked to check that the apparatus is marked with the distinctive, brightly coloured tag which indicates that it has been found free of faults. Equipment not thus marked should not be used.
- 15.3 Fixed wiring and equipment – all physical damage should be reported immediately at the Reception desk.
- 15.4 A detailed examination of fixed wiring and equipment is carried out every two years.