



**Al-Hijrah**  
Secondary School  
مدرسة الهجرة الثانوية

# AL-HIJRAH SCHOOL

## HEALTH AND SAFETY POLICY AND PROCEDURES

### INTRODUCTION

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.

The general objective within the scope of the legislations are:

- To secure the health, safety and welfare of employees at work.
- To protect people other than employees at work against risks to health and safety arising out of work activities
- To identify the hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- 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.
- 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.

To assist us with our duty we have retained Peninsula Business Services Limited to provide us with information and guidance on how these provisions should be managed and recorded.

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## STATEMENT OF HEALTH AND SAFETY POLICY

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:

- 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.
- 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.
- The provision and maintenance of a safe and healthy working environment for all employees with adequate facilities and arrangements for their welfare.
- 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.
- The development of safety awareness among employees and particularly those with direct responsibilities for Health and Safety.
- The encouragement of full and effective joint consultation on Health and Safety matters.
- 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.
- During Fire Drills, simulated fires can also be conducted.
- 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.
- 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.
- 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.

## **Statement of Policy**

### **1: Organisation and Management**

- 1.1 The Governing Body is ultimately responsible for ensuring a safe and healthy environment within the school.
- 1.2 Responsibility for the day to day discharge of this duty is delegated to the Head Teacher.
- 1.3 The Head teacher will discharge his overall responsibility for the application of the Governor's Health and Safety policy by:
  - (a) Delegating to colleagues responsibility for aspects of health and safety.
  - (b) Co-ordinating the implementation of safety procedures.
  - (c) Taking appropriate action immediately when any hazard is reported.
  - (d) Obtaining expert advice on relevant matters upon request.
  - (e) Ensuring that accidents and hazards are recorded, reported as appropriate and action is taken.
  - (f) Reporting on health, safety and welfare matters to the Governing Body.
- 1.4 The School Business Manager, Br. Rahat will:
  - (a) Be the focal point for day to day references on safety.
  - (b) Monitor the day to day condition of the site and works & working practices on it.
  - (c) Ensure that a fire drill is carried out each term.
  - (d) Review annually with the site team all safety procedures.
- 1.5 The Office Manager will:
  - (a) Review annually the provision of first aid.
  - (b) Ensure on a half-term basis that first aid boxes are fully stocked.
- 1.6 All Senior Members of Staff and Members of the Site Teams will ensure that as appropriate:
  - (a) Accidents are notified to the Office Manager, Sr. Ijaz.
  - (b) Hazards are reported immediately to the School Business Manager, Br. Rahat.
  - (c) Toxic and highly flammable substances are correctly used, stored and labelled.
  - (d) Codes of good practice and other safety requirements as laid down from time to time are made known and complied with.

- (e) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available.
- (f) All equipment is in good and safe condition and electrical connections and outlets are in good and safe order.
- (g) Staff and students under their jurisdiction are instructed in safe and healthy working practices.

#### 1.7 Particular Responsibilities of Class Teachers

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.

##### **A class teacher is expected to:**

- a) 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.

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

##### **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.

## 2: Arrangements

### 2.1 Supervision of Pupils

Teaching Staff Duty Rotas are published annually and maybe, reviewed and revised from time to time. 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. Pupils are allowed to enter buildings and sit in specified areas before morning school. This is at their own risk.

At lunch time, the teaching staff who voluntarily undertake supervision are supplemented by supervisors who are responsible to the Site Team.

All staff are under the duty to control and direct pupils as they move between different parts of each building.

- 2.1a Site contractors are under obligation to discuss with the School Business Manager, in charge of the site, any potential hazards arising from their work and agree on safeguards.

### 2.2 First Aid

Each box contains only first aid requisites and a list of contents. Deficiencies must be reported to Sr. Ijaz.

Boxes are to be situated at points listed below:

#### Secondary School

1. P.E. Department (Brother's Staffroom)
2. Reception Desk (Br. Colin Stewart)
3. Main Office (Sr. Ijaz)

#### Primary School

1. Primary Staffroom
2. Reception Desk (Br. Colin Stewart)
3. Primary Admin Office

### 2.3 Emergency Procedures

- (a) Pupils - Refer to Procedures Manual
  - i) In the Case of Illness
  - ii) In the Case of Accident
- (b) Adults
  - i) In the Case of Illness

If any adult on the site suddenly becomes ill, the matter should immediately be reported to Sr. Ijaz, 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.

ii) In the Case of Accident

First aid should be rendered as far as knowledge and skill permit.

The patient should be reassured and where necessary removed from danger.

In cases of minor accidents, the female patient should be brought to Sr. Ijaz and for male patients to Br. Ephrahim Bashir.

In either of the above cases, Sr. Ijaz will immediately summon emergency medical help if required and inform the senior member of staff on the site.

Further and appropriate action will then be taken.

iii) In Cases if Illness or Accident Away from School

Staff conducting parties of pupils outside the school should ensure that they have the mobile telephone numbers of the Headteacher and the Deputy Head of the Primary School. In the event of a serious or potentially serious accident they should immediately be informed. They will then take action to inform emergency contacts as necessary.

In such situations, the teacher will remain with the child and other children until the child's parents or guardian make(s) contact.

iv) In Case of Fire

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. 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.

The general principles to be observed are:

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

### **3: Fire**

#### **3.1 Fire Brigade**

(a) Access

Access to the building is from Burbidge Road or from Cobham Road. Emergency keys are kept with Colin Stewart at the Reception Desk.

(b) Hydrants

No hydrants are situated in the vicinity of the school.

#### **3.2 The Building**

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.

All staff are 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' (please see Plan 1a and 1b).

Exit routes are all signed and must be maintained free from obstructions.

All staff are required to ensure that they do nothing to inhibit these arrangements.

Gas fire installations are inspected annually.

All staff are required immediately to report suspicion of leakage or malfunction.

In all of the above cases, report to the Reception desk.

#### **3.3 Fire Alarm**

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

In the event of the bell not working, a hooter is kept in the Reception area.

#### **3.4 Fire Fighting Equipment**

These are 31 portable extinguishers and 8 fire blankets, which are hung in different parts of the buildings. Details of the positions and the kind of extinguishers are given in Plan 3a and 3b.

The above equipment is regularly tested and maintained by a company called BETA Fire Protection Limited. All staff are given training in the use of the extinguishers.

## 4: The Procedure of Escape

### 4.1 In the Event of Fire

The duty of all staff is to raise the alarm:

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

## **RESPONSIBILITIES**

### **General**

Pupils and adults are to move out of the building in an orderly manner. Coats and bags along with other items are to be left behind. The science staff working in the Laboratory must turn off gas and electricity at the main points. All doors are to be closed upon leaving a room. Br. Mustafa / Sr. Rumi is to bring the signing-in book and the staff time sheets for all sections.

### **Calling the Fire Service**

The security person, **Br. Colin**, a duly trained **Fire Safety Manager** is responsible for the quick investigation of the fire and shall call the Fire Services in the event of establishing that there is a fire or inform the staff immediately in the case of a false alarm.

### **Administration Personnel and Support Staff**

The members of staff are to gather at **Position 19**.  
(Designated person: Br. Rahat / Br. Mustafa / Sr. Rumi)

### **Security and Visitors**

The members of staff are to gather at **Position 18**.  
(Designated person: Br. Colin)

### **Primary**

Are to gather at **positions 1 - 7** (Reception to Year 6)  
(Designated person: Sr. Saemah Akmal and Sr. Huda / Sr. Saima Zulfiqar)

<b>POINT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>7</b>
<b>FORM</b>	<b>Years 1a - 1b</b>	<b>Years 2a - 2b</b>	<b>Years 3a - 3b</b>	<b>Years 4a - 4b</b>	<b>BY5 - BY6</b>	<b>GY5 - GY6</b>	<b>Reception R1 - R2</b>	<b>Pre - School</b>

### **Fire Alarm during Lunch and Salah**

If the fire alarm sounds during lunch time or salah time the staff and pupils are to leave immediately using the safest and shortest route as outlined in the escape route. Pupils must not collect personal belongings such as bags, shoes, lunch, etc and leave in an orderly fashion. Lunchtime Supervisors are to be informed and trained about fire procedures and emergencies.

### **Specific Duties**

- Sr. Romy (Aisha) Gerhardt to assist in the playground.
- Sr. Rihab Al-Ani to assist in the Sister's Hall.
- Sr. Saemah Akmal to assist in Pre-School

### Secondary Girls

Are to gather at **positions 8 - 12** (GY7 - GY11)

(Designated person: Sr. Saima Khan)

<b>POINT</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>FORM</b>	<b>GY7</b>	<b>GY8</b>	<b>GY9</b>	<b>GY10</b>	<b>GY11</b>

### Secondary Boys

Are to gather at **positions 13 - 17** (BY7 - BY11)

(Designated person: Br. Sarfraz Madni)

<b>POINT</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>FORM</b>	<b>BY7</b>	<b>BY8</b>	<b>BY9</b>	<b>BY10</b>	<b>BY11</b>

### Specific Duties

- Br. Mustafa / Sr. Rumi to open the side gate (near Finance Office).
- School office staff are to bring the School Registers with them to the Assembly Points and should distribute them to each class as follows:
  - Sr. Ijaz to Secondary Boys - Assembly Points 13 - 17
  - Sr. Maneeza to Secondary Girls - Assembly Points 8 - 12
  - Sr. Saiqa to Primary - Assembly Points 1 - 7
- Br. Mustafa / Sr. Rumi is to bring the visitors book and the staff timesheets for all sections.
- The staff timesheet should then be distributed as follows to ensure that staff attendance is accounted for:
  - Primary Staff to Sr. Huda / Sr. Saemah / Sr. Saima Zulfiqar
  - Secondary Staff to Br. Mohammed Nawaz
  - Support Staff to Br. Rahat / Br. Mustafa / Sr. Rumi
- Form Tutors are to take their register and inform their Section Heads of any children marked present that are not accounted for.
- Designated responsible persons are to inform the Headteacher/ Deputy Headteacher of any pupils and staff that are not accounted for.
- The Deputy Head teachers (Primary and Secondary) are to communicate with the Fire Authorities with respect to any persons that are not accounted for.

## **General**

In the event of the fire alarm going off during break times, all pupils must assemble at their designated assembly points. Duty teachers/personnel are to ensure that this occurs quickly and in an orderly manner as possible.

## **Fire Prevention**

All staff are 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.

**NOTE: ALL FIRE DRILLS MUST FALL WITHIN THREE MINUTES**

### **5: Dangerous Substances**

- 5.1 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.
- 5.2 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).

Should records also list action to be taken in the event of an emergency.

### **6: Electrical Equipment**

- 6.1 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.
- 6.2 The above apparatus is tested annually according to COSHH regulations. All staff are 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.
- 6.3 Fixed wiring and equipment - all physical damage should be reported immediately at the Reception desk.
- 6.4 A detailed examination of fixed wiring and equipment is carried out every two years.