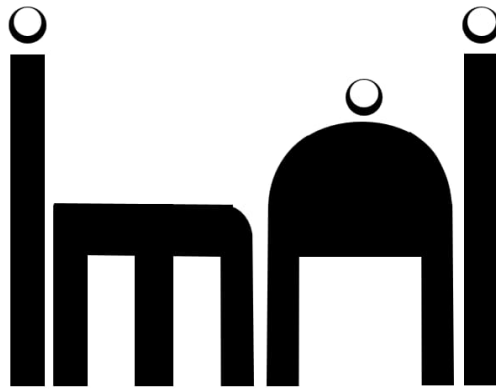


مَعَهْدُ الْإِمَامِ مُحَمَّدٍ آدَمَ الْإِسْلَامِي

Ma'had Al-Imām Muhammad Adam Al-Islāmi

A Tradition of Excellence

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THE IMAM MUHAMMAD ADAM INSTITUTE

Health and safety policy

August 2021

Review date: August 2022

Health and safety policy

1. Responsible persons

Role	Staff member
Principal/Proprietor	Shaykh Faheem Ibn Ismaeel

2. Definition and duty

We recognise our responsibilities to take all reasonable and practicable steps to providing a safe environment for everyone.

We do not wish to develop an over-cautious health and safety culture within the school. We need to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.'
(Amanda Spielman, Chief Inspector of Schools)

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

3. Aims & Objectives

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.
- To provide a safe and healthy working and learning environment for all stakeholders.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To provide training and up dated information for all school personnel.

4. Role of the Principal/Proprietor

The Principal will:

- be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;
- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day to day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;

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- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure medical and first aid procedures and facilities are in place;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;
- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
- have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel and pupils;
- ensure that established school personnel receive training when required;
- undertake regular healthy and safety inspections with relevant school personnel;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy;

5. Role of the Health and safety coordinator:

The Health and safety coordinator will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Principal;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;

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- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled and stored;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately any defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- ensure the fire alarm system is tested each week;

6. Role of School personnel

School personnel will:

- take reasonable care of themselves and others whilst at work;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards;
- follow safe work procedures;
- ensure classrooms and other work areas are safe before they are used;
- ensure all equipment is safe to use;
- ensure personal protective equipment is used when appropriate;
- be familiar with the fire emergency evacuation procedures of the school building;
- use all machinery and equipment in accordance with information, training and instruction received;
- make everyone aware of any work situation where there are serious and immediate health and safety risks;
- inform the Principal of any concerns regarding any health and safety procedures;
- ensure pupils:
 - tie their hair back when undertaking art and science lessons;
 - wear appropriate clothing and footwear in PE;
 - do not wear jewellery or watches during PE or swimming;
 - wear sun protection when taking part in summer PE field activities;
 - consume sufficient water to prevent dehydration during PE activities;
 - wash their hands before and after handling food;
 - sit correctly when using computers;
 - pupils are not affected by loud music.

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- teach pupils about hazards, risks and control in science, computer science, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety coordinator;

7. Role of Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene
- treat others, their work and equipment with respect;

8. Role of Parents

Parents are expected to:

- support the school in any health and safety matters;
- speak with their children about health and safety;

9. Role of visitors

Visitors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.

10. Risk assessments / safe operating systems

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.

- Risk Assessment takes place everyday and most activities have some form of risk attached to them.
- The objective is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

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- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home, it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

11. Recording and reporting accidents of staff, students and visitors.

An accident is a discrete, identifiable, unintended incident which causes physical injury. The school is required, by law, to have an Accident record. The school is required to keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- All occupational injuries where a worker is away from work or incapacitated for more than three consecutive days.

The school is not required to report over-three-day injuries but must keep a record of them. Records must be kept for at least three years after the incident.

Certain work-related injuries to a member of staff, a pupil or a visitor must, by law, be recorded and reported (as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (“RIDDOR”) to the Health & Safety Executive (“HSE”).

The school is required, under RIDDOR, to notify the HSE of certain accidents, diseases and / or dangerous occurrences which arise out of or in connection with work.

The Proprietor holds the responsibility to report to the HSE and staff must immediately inform the Proprietor of a RIDDOR event.

Injuries and Ill-Health to Employees

The school must report the following:

- Accidents which result in death or a specified injury must be reported without delay
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- Any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing.
- Any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding), which: cover more than 10% of the body or which cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment

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- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or which requires resuscitation or admittance to hospital for more than 24 hours

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

The school must report occupational diseases when it receives a written diagnosis from a doctor that its employee has a reportable disease linked to occupational exposure. These include:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach
- hand-arm vibration syndrome
- occupational asthma, e.g. from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

Incidents to Pupils and Visitors

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable

Dangerous Occurrences

The school must also report the following near-miss events under RIDDOR:

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- the collapse or failure of load-bearing parts of lifts and lifting equipment
- the accidental release of a biological agent likely to cause severe human illness
- the accidental release or escape of any substance that may cause a serious injury or damage to health
- an electrical short circuit or overload causing a fire or explosion

How to report a RIDDOR event

Must be done online - www.hse.gov.uk/riddor . The form will then be submitted directly to the RIDDOR database and the school will automatically be sent a copy of the filing for its records.

A telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm).

12. Response to COVID-19

Please see COVID risk assessment.