



**Our Health & Safety Policy is to**

- Prevent accidents and cases of work-related ill health
- Identify & manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are able to work safely
- Provide personal protective equipment where required
- Consult with our employees on matters affecting health and safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Implement effective emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

**Signed:**

**Name:** Dr Nazim Zaman

**Date:** 01/09/2023

**Review Date:** 01/09/2024

**Responsibilities**

**Overall:**

**Dr Nazim Zaman** – Health & Safety Officer

**Day to day:**

**Dr Nazim Zaman** – Responsible for making Health & Safety policies and procedures and ensuring these are up to date and that staff are aware of them all

**Ms Nazia Ahmed** – Administrator – Responsible for fire drills and arranging maintenance and servicing of equipment and installations

**Ms Asma Piracha** – Head Teacher – Responsible for ensuring all staff fulfil their Health & Safety related duties

**Mr Dawud Zaman** – Administrator – Responsible for Medical & First Aid arrangements

**Other people:**

All staff are responsible to make themselves aware of the school Health & Safety policy and procedures and to fulfil their duties as laid out in these

All employees should:

- co-operate with supervisors and managers on health and safety matters
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed above)



## Arrangements

### Risk Assessments:

- Health and Safety risk assessments of school premises will be carried out each term
- Risk assessments will be carried out before all off-site school activities such as trips, sports, events etc.
- Fire safety risk assessments will be carried out annually
- Risk assessments will be reviewed and updated if major changes occur to premises or working practices

### Training:

- New staff and contractors will be given a Health & Safety induction and made aware of all relevant safety procedures applicable in the workplace
- Personal protective equipment will be made available to all staff and pupils as appropriate and necessary for safety
- All staff will receive regular training in Health & Safety issues and procedures
- Staff will receive regular reminders and bulletins regarding Health & Safety in the school

### Consultation:

- Staff will be consulted regarding Health & Safety in the workplace as issues arise and on a regular basis

### Health & Safety Procedures:

- Escape routes will always be clearly signposted and evacuation procedures will be posted in each classroom
- Fire drills will be carried out each term and staff will be made aware of the correct procedures to follow
- All fire detection, alarm and extinguishing equipment will be regularly tested by the school and maintained by certified professionals
- First Aid boxes will be maintained and a suitable medical room will be provided and stocked
- Electrical and gas installations and equipment will be safely maintained and inspected
- Accidents will be recorded and notified to the Health & Safety Executive where necessary
- COSHH regulations will be followed where applicable
- Medicines (inhalers etc.) will be clearly labelled and class teachers will be made aware of correct usage requirements