



**POLICY
11**

Health & Safety Policy

For Ta'allum Group

Our Schools are Fully Accredited by



Revised – October 2022

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

| Page no. | Context | Revision | Date |
|----------|--|----------|----------------------------|
| | <p>SIC reviewed and updated policy based on review visit needs</p> <p>Additional sections added (Lone working, Record Keeping, Control of Substances, Environmental Statement, Selecting Contractors, Work Related Stress)</p> | | March 2019 |
| | <p>Policy SIC Reviewed – now incorporates information pertaining to the Pandemic arrangements.</p> | | Sept 26 th 2020 |
| | <p>Updates and adaptations</p> | | October 2022 |

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every student to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

Ta'allum Academies - Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. Here at Ta'allum schools we believe that in order to ensure all our students to achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from other.

| | |
|--------------------------|---|
| Learner Outcome 1 | Our students are Academic |
| Strand 1:1 | They are lifelong learners |
| Strand 1:2 | They are creative thinkers |
| Strand 1:3 | They are bilingual |
| Strand 1:4 | They are confident |
| Strand 1:5 | They are innovative |
| Strand 1:6 | They are independent |
| Learner Outcome 2 | Our students are Leaders |
| Strand 2:1 | They have strength of character |
| Strand 2:2 | They are organised |
| Strand 2:3 | They are confident |
| Strand 2:4 | They are responsible |
| Strand 2:5 | They are future leaders |
| Learner Outcome 3 | Our students practice and exemplify Islamic values |
| Strand 3:1 | They adhere to the Five Pillars of Islam |
| Strand 3:2 | They have good morals |
| Strand 3:3 | They are polite |
| Strand 3:4 | They are considerate |

1. Ta'allum Academies – Health and Safety Statement of Intent

(To be displayed In Reception Area and Staffroom)

Ta'allum Academies are committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the academy very seriously and use this policy, in line with our risk assessment documents and in accordance with Qatar legislation and and MoE regulations, to maintain the highest possible level of health and safety around the Academy.

Health and Safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice and training are applied both on academy grounds and during off-site activities and visits.

All Academy staff will ensure that they are up to date and familiar with the Academy health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

Introduction

The health, safety and welfare of all people who work or learn at our schools are of fundamental importance.

Ta'allum is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Ta'allum Group, Principals, the school Health and Safety Coordinator and School Staff all take responsibility for protecting the health and safety of all school members.

Risks are inherent in everyday life. It is the responsibility of all staff to identify risks and to adopt systems for minimising them. Ta'allum is committed to ensuring that students are educated in how to keep safe and manage risks.

As a company underpinned by Islamic values, Ta'allum recognises the duty placed upon all Muslims by Allah, the Almighty through the Noble Quran wherein He says "Do not put yourselves in harm's way", Surah Baqarah – Ayah 195. Likewise, the Prophet Mohammed, Peace Be Upon Him, said in a hadeeth, "Do not cause harm or reciprocate harm". Ta'allum therefore recognises the importance of Muslims looking after themselves and ensuring the safety of those around them.

This policy will be reviewed by the Ta'allum Governing Authority:

- At regular intervals
- After accidents, incidents and near misses
- After any significant changes to workplace, working practices or staffing
- After any form of notice has been served.

2. Aims and Objectives of Policy

2.1 To provide adequate control of the health and safety risks arising from our work activities.

2.2 To provide and maintain safe and healthy working conditions, equipment and systems of work for all children and employees, and provide such information, training and supervision as is needed for this purpose.

2.3 The organisation and allocation of duties for safety matters and arrangements have been made in response to a full Health and Safety Risk Assessment and in compliance with legal requirements.

2.4 The objective of the policy is the avoidance, prevention and reduction of risk on the premises. This is an accepted part of the approach at all levels throughout the organisation and applies to all activities.

3. Safeguarding and Safe Behaviour

| Role | Responsibility |
|-----------|---|
| Principal | <ul style="list-style-type: none"> • Designated Person for Safeguarding. Is responsible for ensuring that staff undergo and are kept up to date with training in Safeguarding and Child Protection. • Ensures that staff are provided with a copy of the Safeguarding and Child Protection Policy and that they adhere to it. Keeps Ta'allum Head office informed of Health and Safety matters to ensure that sufficient resources are available to achieve and maintain a high standard of safety. • Ensures all contractors working in the school are aware of and are following any health and safety rules that apply. |
| Teacher | <ul style="list-style-type: none"> • Reads and adheres to the Safeguarding and Child Protection Policy. |

| Role | Responsibility |
|----------|--|
| | <ul style="list-style-type: none"> Immediately informs the named person about any concerns relating to Safeguarding or Child Protection. Keeps accurate records of concerns following guidance in the Safeguarding and Child Protection Policy. |
| HR team | <ul style="list-style-type: none"> Vets all employed staff to ensure that they have undergone correct criminal records and police checks in order to ensure that there is no evidence of offences involving children or abuse. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders, reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Alongside Principals, ensure all contractors working in the school are aware of, and are following any health and safety rules that apply. |

| DESIGNATED SAFEGUARDING LEAD | |
|------------------------------|---------------|
| Al Maha Academy for Boys | Peter Kubicki |
| Al Maha Academy for Girls | Nadia Waja |
| Al Jazeera Academy | Shuja Uddin |

The Academy is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour policy.

4. School Security

| Role | Responsibility |
|----------------|--|
| Principal | <ul style="list-style-type: none"> Ensures that the school site is made optimally secure against intruders and strangers to ensure a safe environment for children and employees. At the start and end of day ensures any adults who are dropping off or collecting students remain in the designated/ permitted areas only. At regular intervals checks that the visitor log book is being maintained. Checks the incident log every day and passes on relevant information to the Administration Officer, staff and Ta'allum as and when necessary. Provides updates and or further details regarding security issues to staff when necessary and appropriate. Ensures that the school building is secured as soon as possible at the end of the school day, with no students permitted on site after this time without permission from the Head of the section and notification to the Administration officer. Ensures there are waiting areas and meeting rooms to accommodate visitors and that administration and teaching staff know to direct visitors to these areas. |
| Security Guard | <ul style="list-style-type: none"> Guards the entrance to the school site during the school day and during designated before and after school hours. If stationed at the school gates, checks that anyone who enters the school site is permitted to do so. For the avoidance of doubt this |

| Role | Responsibility |
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| | <p>includes adults who have permission to collect students or who have an appointment with a member of staff, have a scheduled visit or those employed by Ta'allum.</p> <ul style="list-style-type: none"> Asks that visitors identify themselves before entering the building, and stops non-co-operative members of the public or anyone suspicious from entering the school site. Advises the Principal of this action if taken. Issues a visitor badge to any visitors not acting in loco parentis or who are not employed by Ta'allum or who arrive other than to collect students. (Please note that the Visitor passes will be issued by Reception Staff in Academies where this is appropriate.) Directs visitors to the correct area- e.g.: for student pick up or to Reception to be directed to a meeting room. If stationed inside the school building directs all visitors who arrive other than at collection times to Reception to sign in, and prevents any adult from accessing doors/ staircases/ elevators to classrooms without first signing in. Ensures any adults who are collecting students remain in the designated/ permitted areas only. |
| Staff members | <ul style="list-style-type: none"> Remain vigilant to possible security risks on site. Immediately informs the Principal and security guards if s/he has suspicions that a person may be trespassing on the school site. Completes an entry in the incident log in the school office to record any incidents that have or may affect the safety and welfare of employees, students and parents. When meeting with a visitor, ensures that the meeting is held in a designated meeting room, not in school corridors. |
| Administration Officer | <ul style="list-style-type: none"> In consultation with the Principal, puts in place any necessary action to address any identified security risks. E.g. ensuring that the Fire Marshall or designated member of staff places signs for the purposes of the evacuation. Ensures that the restricted/controlled access equipment to buildings (the door intercom/entry phone and key codes) is in good working order. Regularly changes electronic key codes on security doors/intruder alarm systems including when a member of staff leaves. Checks that all visitors are accounted for in the event of evacuation of the building and that all rooms are cleared, with visible signs to indicate this. Supports the Principal in ensuring that a scanner/detector is available to ensure the school's safety and to prohibit the students from bringing phones to school. |
| Teachers | <ul style="list-style-type: none"> At the start and end of day ensures any adults who are dropping off or collecting students remain in the designated/ permitted areas only. Prevents any unknown adult from entering a classroom if the school visitor's badge does not identify who s/he is or if the adult is behaving in an aggressive and/ or hostile manner. |
| Receptionist | <ul style="list-style-type: none"> Ensures that any adult visitor to the school signs in and out of the Visitors Book in the reception area, and wears an identification badge at all times whilst on the school premises. Please note that Security oversees the Visitor Book in some Academies) Directs any visitors to a waiting area/ room as advised by Head of School/ Principal. |

| Role | Responsibility |
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| | <ul style="list-style-type: none"> • Passes this information on to the Administration Officer in the event of a fire or other emergency requiring evacuation, to assist in ensuring all visitors are accounted for. |
| Ta'allum | <ul style="list-style-type: none"> • Supports Principal in ensuring the security of the site and safety of staff and students. Assesses and approves reasonable requests for funding linked to enhancing security on site. • Quality Assures security and safety on site. |

5. First Aid and Accidents

| Role | Responsibility |
|---|---|
| Principal, Heads of KG, Primary and Secondary. <i>(Deputy Heads should be clear about the responsibilities as in many instances they will be the first point of contact)</i> | <ul style="list-style-type: none"> • Appointed people for Health and Safety. Ensure that all staff are made aware of the Health and Safety Policy, what to do when a first aid incident arises, the location of First Aid Kits and who the appointed person and trained First Aiders are on the school premises. • Ensures that there are at least eight nominated and trained First Aiders on site and that these are known to staff. Ensures that staff have relevant up to date information about students' medical needs and that First Aid Kits are provided to staff for excursions and at break times. • Takes charge when someone is injured or becomes ill and ensures emergency services are called for help if needed. Ensures that a log of all accidents and incidents is kept securely in the school office. Maintains the confidentiality of these documents and ensures that staff keep these logs up-to-date with sufficient detail as and when an accident occurs or first aid is administered. • In the event of a student or member of staff becoming seriously ill or hurt, ensures that the school office contacts the parents/ next of kin by ringing them. Requests that parents take their child home, to their GP or to an urgent care or A&E hospital department. • Following a serious incident reviews risk assessments, conducts an investigation, and takes relevant steps to ensure such an incident does not occur again. Keeps Ta'allum Head office informed of Health and Safety matters to ensure that sufficient resources are available to achieve and maintain a high standard of safety. |
| Nurse | <ul style="list-style-type: none"> • Carries out appropriate risk assessments regarding administering medication and ensures that no medication is permitted in the school unless there is written parental consent stating the name of the student, the medication, the frequency and dosage to be administered. • Ensures that medical information relating to students is gathered and kept up to date. • Circulates relevant medical information about students to staff at the start of each semester and as and when updates occur. • Ensures that medical information relating to students attending extra-curricular activities and excursions is shared with staff. Maintains fully stocked First Aid Kits and provides these to staff for excursions and for use during breaks. • Provides / in consultation with the Administration Officer arranges basic specific training required by staff on the administration of medication e.g. EpiPen. |

| Role | Responsibility |
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| Nominated First Aider | <ul style="list-style-type: none"> • In the event of an incident involving injury to a student or employee, assists with Basic First Aid. • Informs the Principal or next available senior leader and nurse of an incident requiring First Aid. • In consultation with the Principal/ senior leader if necessary, telephones for emergency assistance/ ambulance. Completes a detailed log of the incident. |
| Member of School Staff (including specific duties of School Nurse) | <ul style="list-style-type: none"> • Reads and adheres to the Health and Safety Policy. Reports to the Principal anything they deem may harm the safety of children. • Ensures that all curriculum activities are safe. • Conducts a risk assessment if student safety is judged to be at risk before conducting activities and draws risks to the attention of the Head of School, supplying him/ her with the risk assessment before the activity takes place. • Ensures that they have medical information about any students under their care in classes, for extra- curricular activities or for excursions. • Collects First Aid kits for excursions and break duties as directed by senior leaders. • Calls upon a nominated First Aider in the event of an incident. In the absence of one being available, calls upon the nurse and Principal. • In the event of an accident resulting in an injury to a student, will do all s/he can to aid the student concerned. • Will call for First Aid help if needed or send the child to the school office for First Aid assistance. • Immediately reports any accident to the Head of School, and fully cooperates with an investigation into the causes of the accident. • In the event of a student feeling unwell, e.g. stomach ache, headache, asthma, nose bleed or vomiting send the students to the school office or nurse's health clinic where a First Aider/ nurse can help them and provide assistance and notify parents if appropriate. • Notifies parents of any minor accidents, sickness or injuries by filling in the First Aid Log and relevant form which is retained in the First Aid and Accidents folder. Provides this form to the relevant student to give to their parents. (There are two forms, the first accident/sickness form and the second head injury form.) This is normally completed by the School Nurse • Is responsible for completing the First Aid and Accident Logs and the forms for parents, <i>in sufficient detail and immediately after First Aid treatment.</i> • Notifies the Administration Officer in the event of any bodily fluid being found on site. • Ensures that students are not given any short term medication e.g. painkillers unless written parental consent is provided or in the case of an emergency phone calling consent by parent is provided. |
| Administration Officer | <ul style="list-style-type: none"> • Ensures that notices identifying the location of the first aid container and the trained First Aiders are displayed in prominent places around the school. • Checks that the first aid container is located in the appropriate school office, with a guide for First Aid and guide for emergency procedures. • Ensures the First Aid containers are fully stocked at all times in different areas. Staff are responsible in designated areas overseen by the Administration Officer. |

| Role | Responsibility |
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| | <ul style="list-style-type: none"> Organises First Aid training and refresher training for staff on First Aid. Displays names and contact details of at least eight First Aiders in prominent locations so that staff are aware of whom they may call upon for support if needed and how they can do this. Checks that the appropriate number of first-aiders are available during working hours and that during school trips or activities at least one of the listed first-aiders accompanies students and staff. In the event of there being bodily fluid, e.g. blood, vomit or excrement around the school or playground, cordons off the area and clears the area to ensure hygiene and infection control. Takes all precautions and follows basic hygiene procedures, e.g. using gloves. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders, reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Quality Assures processes and procedures relating to student and staff safety. |

| FIRST AIDERS | |
|--------------|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

6. Outbreaks of Infection/ Communicable Disease/ Head Lice

Covid -19 – Refer to the 'Ta'allum Academies Covid -19 Precautions Guide' - Policy 54)

| Role | Responsibility |
|-----------|---|
| Principal | <ul style="list-style-type: none"> In the event of there being an outbreak or suspected outbreak of infection (an unusual number of cases of a communicable disease in a given time period) makes contact with the Ministry of Public Health (MoPH.) and seeks their advice. Keeps a record of the call, with contact names and advice noted. Acts on the advice of the Ministry of Public Health and /or any other governmental agencies they (the Principals) are referred to by the MoPH. In the event of lice outbreak, ensures that the affected student does not remain in class and that s/he is prevented from prolonged head to head contact with other students. Raises with parents concerns and ensures that concerns are followed up with the family to check that the infection has indeed been resolved. |

| Role | Responsibility |
|---------------------------------------|---|
| Nurse | <ul style="list-style-type: none"> Ensures that children and staff, when unwell, remain at home in line with guidance from health professionals. Ensures necessary precautions are taken for any pregnant members of staff- completing separate risk assessments and ensuring pregnant staff should contact their GP if they have concerns. In the event of a lice outbreak, requests the parent of the student carries out a lice check on the student at home as well as on all household members. If a student is known to have been repeatedly infected, makes a referral to a community health professional and if needed, follows additional action advice to ensure any issue is addressed for the school community. |
| Receptionist (and Registration Staff) | <ul style="list-style-type: none"> Ensures emergency contact details for student and staff are forwarded to be kept up to date, liaising with HR and other departments where necessary to ensure this. Registration staff should oversee and maintain the overall records. |
| Member of school staff | <ul style="list-style-type: none"> Notifies the school nurse if a student is suspected of having lice, or a parent reports that a child has lice. Notifies the school nurse and Principal if she is advised of any outbreaks of communicable diseases. Ensures that good hygiene actions are followed at all times in the clinic and advises about the same to staff and students. |
| Administration Officer | <ul style="list-style-type: none"> Assists Principal in ensuring guidance provided by outside bodies and communicated to them by the Principal/ nurse in relation to maintaining the school and ensuring the health and hygiene of the school community is followed. Follows guidance provided by outside bodies and communicated to them by the Principal/ nurse in relation to maintaining the school and ensuring the health and hygiene of the school community. |
| Ta'allum | <ul style="list-style-type: none"> Ta'allum Head Office should be notified of the suspected outbreak and kept updated on events and actions. |

7. School Trips and Activities

| Role | Responsibility |
|-------------------------|---|
| Principal | <ul style="list-style-type: none"> Ensures that staff are provided with a copy and follow the Educational Visits Policy when conducting school visits/excursions. Ensures that risk assessments are carried out as and when needed. Keeps Ta'allum Head office informed of Health and Safety matters to ensure that sufficient resources are available to achieve and maintain a high standard of safety. |
| Nurse | <ul style="list-style-type: none"> Circulates a list of students' medical conditions so that they are catered for on educational visits and school trips. |
| Receptionist | <ul style="list-style-type: none"> Ensures emergency contact details for student and staff are kept up to date, liaising with HR and other departments where necessary to ensure this. Makes a note of absentees and communicates this to Educational Visits Organiser where relevant. (In cases where the Principal deems it appropriate this can be designated as the Admin Supervisor.) |
| Members of school staff | <ul style="list-style-type: none"> Liaises with registrar to ensure that there is a copy of a complete consent form from parents for school trips (which is the generic form |

| Role | Responsibility |
|------------------------|--|
| | <p>that all parents sign when they join the school). As stated in this document, <i>“Written consent from parents is not required for pupils to take part in the majority of on-site activities organised by a school (with the exception of KG age children) as most of these activities take place during school hours and are a normal part of a pupil’s education at school.”</i></p> <ul style="list-style-type: none"> As parents must be told where their child will be at all times and of any extra safety measures required, staff must ensure that they send letters home to parents informing them of all planned trips. Refers to the checklist which provides teaching and support staff with a list of health and safety issues to consider in an ordinary classroom setting in any school. It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. |
| Trip Leader | <ul style="list-style-type: none"> Trip Leaders, usually a class teacher, organise school trips and conduct risk assessments for all school trips to assess the hazards that may be found at trip venues and to take measures to control risk and potential incidents arising from them. Visits the trip venue ahead of the planned visit, to accurately assess potential risks. Decides if what has already been done reduces the risk of someone being harmed to an acceptable level, and if not, decides what further control measures must be taken to reduce the risk to an acceptable level. Ensures a First Aider attends where needed. Communicates clearly any information about the planned activities to colleagues and students (and parents, during the routine briefing/induction prior to departure). This should explain what, if any, precautions are necessary and why they are necessary, to help ensure that everyone focuses on the important issues. In the event of an accident taking place during the school trip, the Trip Leader must be called to the scene along with the First Aider. The Trip Leader must contact emergency services if needed and contact the school, so that the school may notify the parents. |
| First Aider | <ul style="list-style-type: none"> A First Aider is required to attend all school trips. Should this not be possible for whatever extenuating reason, the Trip Leader will carry the first aid container and act as the first point of contact in an emergency. |
| Administration Officer | <ul style="list-style-type: none"> Ensure that a First Aider is available to attend approved school excursions. Ensures that during a school trip there are some trained First Aiders left on the school premises to deal with first aid at the school should the need arise. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders, reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Quality Assures processes and procedures relating to student and staff safety. |

8. Fire Safety and Emergency Evacuation Procedures

| Role | Responsibility |
|------------------------|---|
| Principal | <ul style="list-style-type: none"> • Ensures procedures are in place and are followed to ensure staff and student safety in the event of a fire or a need for evacuation. • Keeps the Ta'allum Head office informed of Health and Safety matters to ensure that sufficient resources are available to achieve and maintain a high standard of safety. |
| Teacher | <ul style="list-style-type: none"> • If teaching or on duty, acts as Fire Marshall for the class, and is responsible for the safe and swift evacuation of their pupils. • On hearing the alarm, leaves the building by the nearest available route, guiding his/ her class without running and ensuring that students do not run. • In the event of an evacuation, exits the building by the correct route and does not stop to collect personal belongings, waste time putting things away or stopping to talk to others. • Guides students to the nearest exit and lines them up at the designated assembly point. Takes the register to ensure all students are accounted for. • Only returns to the building upon instruction from the Fire Marshall after s/he has checked the premises • If s/he sees a visitor supports in guiding him/ her to the nearest exit. |
| Administration Officer | <ul style="list-style-type: none"> • On a daily basis checks all escape routes, emergency exits and passageways to ensure they are clear from obstructions and combustible materials, and in a good state. • On a weekly basis checks all fire extinguishers to ensure they are correctly located and in working condition. • Ensures that the fire alarm is tested weekly to ensure it is in working condition and the fire alarm log is filled in to confirm a check has taken place. Makes sure that the fire alarm panel is checked to ensure it is active and operational. Oversees the checking of all signs and notices to ensure they are legible and in place. • On a monthly basis ensures that emergency lighting is tested to maintain them in good working order. Records these onto the emergency lighting log. Reports any faults found immediately to the Principal to be resolved. • Carries out a fire drill with all staff and pupils once a term. • Ensures that the emergency lighting, fire extinguishers and fire alarm are tested and maintained annually by a competent person. Makes sure that all weekly, monthly, termly and annual checks are recorded onto a log and undertaken by a senior member of staff. • Ensures that staff are aware that the assembly point for everyone is outside the car park area in the schools or outside. • Makes certain that signs and notices are displayed around the school in appropriate positions to help people identify escape routes, firefighting appliances and call points. • Ensures that notices are also used to provide instructions on how to use the fire extinguishers and actions to be taken in the event of a fire. • Makes sure that signs and notices are checked on a regular basis to ensure they are legible and in place. • Checks the signing in log to ensure all staff and visitors are accounted for. |

| Role | Responsibility |
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| Fire Marshalls | <ul style="list-style-type: none"> The appointed school Fire Marshall is responsible for checking the building to ensure the premises are empty. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders, reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Quality Assures processes and procedures relating to student and staff safety. |

9. Bomb Threats

| Role | Responsibility |
|--|--|
| Principal | <ul style="list-style-type: none"> Is vigilant against bomb threats and alert to risks related to such threats. Ensures that staff are aware of what to do in such an event and that staff are aware of their related responsibilities. Takes appropriate and timely action when a bomb threat is received or suspect packages are found. |
| Receptionist (or Member of Staff Receiving the Call) | <ul style="list-style-type: none"> If a telephone threat is received, records as much information as possible. It is important to let the caller finish their message without interruption. Remains calm and listens, writing down the exact details of what is being said. After the telephone threat has been received, passes the information immediately to the Principal who will decide what action to take. |
| Member of school staff | <ul style="list-style-type: none"> Does not allow rubbish to accumulate as it provides an ideal hiding place for an explosive device. Is vigilant against unaccompanied non-Ta'allum employee visitors. Is vigilant against suspect packages or objects. A bomb can be hidden in many objects ranging from a brief case or handbag to an envelope or a rubbish bin. If employees come across an object which looks suspicious and cannot be accounted for does not touch or move it. Informs the Principal immediately. In the event of a suspect letter or package appearing which is thought to be an explosive device places it down carefully (on a table if possible) away from windows and partition walls. Does not touch the package or put it in water or sand. Is vigilant against the following signs as an indication that a package is suspicious: grease marks on the envelope, an odour of marzipan or almonds, visible wiring or tin foil, feeling heavy for its size, uneven weight distribution, excessive wrapping, too many stamps, posted out of the country, or hand delivered. Ensures that in the event of an evacuation, all windows in his/ her classroom are opened. If a telephone threat is received, records as much information as possible. Allows the caller to finish their message without interruption. Remains calm and listens, writing down the exact details of what is being said. After the telephone threat has been received, passes the information immediately to the Principal who will decide what action to take. |

| Role | Responsibility |
|------------------------|--|
| Administration Officer | <ul style="list-style-type: none"> Ensures that all non-Ta'allum employee visitors are accounted for and appropriately accompanied (e.g. by the member of staff who has organised for the visitor to attend) while in the building. Should the building require evacuation because of a bomb threat, ensures that all staff are informed and asked to safely evacuate the students from the building to the assembly point. In the event of an evacuation, checks that procedures are in place to ensure all appropriate windows and exits are opened in line with MoE regulations. Does not allow rubbish to accumulate as it provides an ideal hiding place for an explosive device. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders, reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Quality Assures processes and procedures relating to student and staff safety. Reviews processes following any major incident to check on how well systems worked and any learning points which can feed into revised processes. |

10. Housekeeping

| Role | Responsibility |
|------------------------|--|
| Principal | <ul style="list-style-type: none"> Oversees the clean and safe working environment within the academy, ensuring that staff are aware of and carry out their responsibilities in regards to this. Upholds Ta'allum values in ensuring that students' cleanliness and hygiene are well-supported. Ensures that the school environment is litter and graffiti free, and that toilet facilities are kept clean and replenished with necessary materials. |
| Member of school staff | <ul style="list-style-type: none"> All employees have a responsibility to ensure they co-operate and assist in developing a healthy and safe working environment by ensuring that their classroom and the surrounding areas are kept clean, tidy and free from obstructions that may pose a risk or hazard to others and the pupils. Employees are individually responsible for clearing up the staffroom and kitchen facilities after each use. Any equipment used must be placed back in its place after use. Individuals are responsible for ensuring that their own electrical equipment is switched off at the end of the working day. Individuals are responsible for ensuring they report any damaged equipment or potential hazard to the Principal. Food and drink are not allowed to be consumed in the building except in the staffroom/ meeting rooms and senior leader offices. Reports any unsanitary conditions or accumulation of rubbish to the Administration Officer. |
| Administration Officer | <ul style="list-style-type: none"> Follows up on any reports of unsanitary or unhealthy conditions, liaising with the facility service provider to address. Checks that all rooms are maintained so as to provide clear floor space and be free from unnecessary items or obstructions. |

| Role | Responsibility |
|----------|---|
| | <ul style="list-style-type: none"> • Advises that items must not be stored in corridors, passageways, on or near stairs. Follows up with staff where these procedures are not followed. • Routinely checks that all rooms, corridors and stairways are well lit and that faulty lights have been replaced. • Routinely checks that displays are safely secured and reports any issues with these and with shelving in store rooms to the facility service provider to address. • Ensures that where more specialist equipment and/or substances are in use, risk assessments and management protocols appropriate to the activities are in place. • Supports staff in ensuring that students do not have access to catering, maintenance and cleaning stores of the school. <ul style="list-style-type: none"> • Ensures that all trailing cables are positioned and secured so as not to present a tripping hazard. • Ensures that all rooms are maintained so as to provide clear floor space and be free from unnecessary items or obstructions. Ensures that items are not stored in corridors, passageways, on or near stairs. • Ensures that all rubbish is discarded at the end of the day from the rooms. • Ensures that all windows and doors are closed securely at the end of the day and all electrical equipment is switched off. • Ensures that all cleaning done during school hours is carried out in a safe manner so as not to pose any risks to others, with the cleaner using cleaning signs while in the process of cleaning. Makes certain that cleaning products are not left in sight of children or accessible to them. • Makes sure that all rooms, corridors and stairways are well lit and faulty lights replaced without delay • Ensures that displays are safely secured and racking inside storerooms is regularly checked to ensure they are secure. • Ensures that all toilets, sanitary conveniences, and washroom areas are maintained in a clean and hygienic condition. • Makes sure that appropriate checks are carried out to ensure temperature of the premises in classes, swimming pool, corridors and offices is within accepted MoE norms. • Where there are no fire escapes, ensures doors to these areas are kept locked at all times when not in use. Makes sure that all flammables are kept securely locked. • Ensures that toilets are cleaned regularly throughout the day and that soap, toilet roll and paper towels are replenished as needed. |
| Ta'allum | <ul style="list-style-type: none"> • With senior leaders, reviews existing policies and procedures, updating as and when necessary. • Circulates correct policies to Principals for dissemination to staff. • Quality Assures processes and procedures relating to student and staff safety. |

11. Manual Handling

The Academy operates in accordance with best practice for Manual Handling Operations. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person.

The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Principal and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

| Role | Responsibility |
|-------------------------|---|
| Principal | <ul style="list-style-type: none"> • Ensures that activities are always organised so as to eliminate manual handling. • Makes sure that a guide on manual handling is kept in the school office for those who require further information and clarification on the best methods to use is maintained in this. • Organises induction training and refresher training for all employees as well as the provision of appropriate information and updates to ensure they are creating a safe working environment for themselves, others and children. |
| Members of school staff | <ul style="list-style-type: none"> • Has a duty to recognise his/ her personal capabilities and should not hesitate to seek assistance when needed. |
| Administration Officer | <ul style="list-style-type: none"> • Ensures that any goods to be lifted should be stored at table top height if possible and lifting from ground floor should be avoided. • Makes certain that all reasonable measures are taken to minimise the risks associated with manual handling. • Makes sure that staff under their direct supervision follow the correct procedures in holding objects at a distance from the body and avoiding twisting, stooping and reaching should be avoided. • Maintains records of those attending training for Manual Handling. |
| Ta'allum | <ul style="list-style-type: none"> • With senior leaders, reviews existing policies and procedures, updating as and when necessary. |

- | | |
|--|--|
| | <ul style="list-style-type: none">• Circulates correct policies to Principals for dissemination to staff.• Quality Assures processes and procedures relating to student and staff safety. |
|--|--|

12 Lone Working

Staff

There will be some situations where staff at the Academy will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and Ta'allum has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Risk at Meetings:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First Aid:

- For those working on our premises, first aid kits can be found in the reception areas

Emergency Procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Head of School, the staff member's nominated person, or the emergency services.

Access and Egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for keyholders attending alarm calls after hours:

There is a nominated keyholder within the school who will attend alarm call outs after hours. The school advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g., call police.

What to take

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
 - basement areas
 - entry/exit points for people and vehicles
 - areas where computers/valuables are located.

This is useful for the police if they are required to attend the scene.

- A mobile phone, in order to summon assistance in an emergency without having to enter the building

Risk assessment

- On attending the site key holders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

What to check

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc.
- Evidence of flashlights being used or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
 - Check the inside of the premises to eliminate signs of a forced entry.
 - Switch on appropriate lights and proceed to re-set the alarm.
 - If evidence of an intruder is discovered, withdraw and contact the police.
 - Try not to disturb the scene.

One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one revision lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation. Culturally it is never acceptable for a male member of staff to work one to one with female pupils without open door and knowledge of senior staff.

Staff who are involved in one-to-one working, wherever possible, should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical proximity, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our **Child Protection and Safeguarding Policy**.

Pupils

Pupils must adhere to the following guidelines related to lone working in Ta'allum Academies.

- No pupil should work unsupervised in an outer classroom after school hours and will be required to move into a designated area e.g. Reception in the main building.
- All students, unless supervised, should vacate the site before 2.30pm.
- Student who arrive before 6:15 am are not directly supervised unless a school activity is taking place, e.g National Day rehearsals. There will be a staff rota for supervision each day from 6:15 am
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

Managing students with chronic diseases

- Medication will only be administered to a student once a parent consent form has been completed and signed by the student's parent
- The administration of medicines during school hours requires the parent's consent and a prescription from the child's doctor.
- It is the nurse's responsibility to administer the medication to the patient and to keep and sign all the appropriate records.
- The school nurse is responsible for keeping medicines, testing equipment, and other supplies in a cabinet at all times.
- A nurse must provide an Individualised Healthcare Plan (IHP) as part of a child's treatment plan. This plan outlines what the child needs to do throughout the day, such as testing their blood sugar, administering injections, and eating lunch at a specific time, based on their doctor's instructions.
- The nurse will take diabetic children back to class as soon as they have received an insulin injection.

13. Building and Site Maintenance

The Principal is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The Heads of School will be responsible for reporting Health and Safety issues to the Admin Officer who will then be responsible for reporting any health and safety concerns relating to the school premises to the Principal. She will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form.

14. Environmental Statement

Ta'allum Academies recognise that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and

15. Workplace Safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be found in the Ta'allum Science Lab Safety Policy. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with good practice. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue and stress
- Temporary eye strain.

Ta'allum Governing Authority adapts the following precautions to ensure a safe system of work for any staff, pupils and visitors to the Academy:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety practice by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

| | |
|--------------------|---|
| Workstation | <ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five-star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3" of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc. |
| Environment | <ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures. |
| Healthcare | <ul style="list-style-type: none"> ✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health-related symptoms that concern you. |
| Job Design | <ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation. |
| Posture | <ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. |

| | |
|--|---|
| | <ul style="list-style-type: none"> ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles ✓ Top of screen at eye level. |
|--|---|

16 Control of substances Hazardous to Health (CoSHH)

There are areas in the Academy where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept *[explain where]*. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the Head of Science. For more information on the control of these substances please see the supporting Ta'allum Science Lab Safety Policy document.

17 Occupational Health and Managing Work-Related Stress

Ta'allum takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the Senior Leadership team, and the Academy will do everything that it can to support them

18 Selecting and Managing Contractors

It is vital that any company or persons invited into the Academy under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

It is the Principal's responsibility in liaison with the Administration Officer to select and oversee the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read our **Ta'allum Child Protection and Safeguarding policy**.

19 Health and Safety Training

| Role | Responsibility |
|-------------------------|---|
| Principal | <ul style="list-style-type: none"> Ensures that in line with the Health and Safety at Work Regulations all staff are provided with health and safety training upon induction and at regular intervals to refresh the skills of employees. |
| Members of school staff | <ul style="list-style-type: none"> Attend training as and when needed. Identifies absence to line managers and the Administration Officer to ensure refresher training can be arranged. Follows procedures as outlined during induction and follow up training. |
| Head of School | <ul style="list-style-type: none"> Provides list of staff who should attend relevant training as and when requested. Identifies any staff who have absented themselves and liaises with the Administration Officer to arrange refresher training for them. |
| Administration Officer | <ul style="list-style-type: none"> Keeps a coordinated record of staff who attend training and identifies staff who need refresher/ follow up training due to absence. Ensures that the HR office has the details of Health and Safety training records. |
| Ta'allum | <ul style="list-style-type: none"> Ta'allum Group will provide the necessary support to ensure that adequate resources, equipment and procedures are made available to ensure effective safety and welfare of all employees and children. |

20. Risk Assessments

| Role | Responsibility |
|---------------------------------|--|
| Principal | <ul style="list-style-type: none"> Recognises that health and safety in a school is about taking a sensible and proportionate approach to ensure that the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils. Ensures that risk assessments are carried out by a person who is experienced and competent to do so. Ensures that Risk Control Measures or Safe Operating Systems are in place. Ensures that staff make use of model or generic risk assessments, for our educational activities and visits. (Risk Assessment form in Educational Visits Policy Appendices) |
| Trip organiser/ event organiser | <ul style="list-style-type: none"> Follows correct protocols in ensuring that a risk assessment is conducted before any activity/ educational visit is conducted, where such events have the potential to pose a risk. Carries out a risk assessment where individual students pose a risk due to their behaviour. Adopts a sensible approach to completing risk assessments, knowing when they should call in further expert help. |

| Role | Responsibility |
|----------------------------------|---|
| Receptionist | <ul style="list-style-type: none"> Notifies the Principal where any risks are identified in the immediate vicinity of the entrance to the school or in regards to events as and when they occur. |
| Heads and Deputy Heads of School | <ul style="list-style-type: none"> Ensures that staff carry out risk assessments as and when needed, including in relation to in-school activities, educational visits and in regards to student behaviour and identified health and safety risks. Carries out required risk assessments, checks and control measures to ensure staff and student safety. Where necessary consults a more experienced member of staff or external professional to assist with the risk assessment. |
| Administration Officer | <ul style="list-style-type: none"> Ensures that Fire safety and procedures training is carried out by the appropriate responsible person (e.g. Fire Marshall) Checks that risk assessments for educational visits and trips are carried out Liaises with the Head of School and responsible staff to ensure risk assessments are completed consistently and rigorously. Ensures that site usage e.g. the playground area and communal areas is safe completing risk assessments where necessary Liaises with Civil Defence and Fire Regulators over reports related to fire safety, gas safety and electrical safety Liaises with the Ministry of Health over annual inspections of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment, together with its arrangements for catering and cleaning and for water sampling. Ensures that records are kept of when major structural work is planned or in the event of an accident. Ensures that correct training is provided to staff to minimise risk Supports staff in ensuring that students are educated to understand why they do not have access to potentially dangerous areas, such as generator rooms, high voltage rooms, and the roof and storage areas in the basement. |
| Ta'allum | <ul style="list-style-type: none"> With senior leaders reviews existing policies and procedures, updating as and when necessary. Circulates correct policies to Principals for dissemination to staff. Quality Assures processes and procedures relating to student and staff safety. |

21. Record Keeping, Monitoring and Review

| Role | Responsibility |
|-----------|--|
| Principal | <ul style="list-style-type: none"> Disseminates the health and safety policy to staff in a timely fashion. Monitors the implementation of the policy and ensures that it is adhered to by all staff to maintain student and staff safety. Reports to Ta'allum Head Office on a regular basis on health and safety issues, as situations, roles and responsibilities might demand. Reviews policies and procedures on an intermittent basis, according to Ta'allum schedules. Identifies needs for changes as and when they occur. |
| Ta'allum | <ul style="list-style-type: none"> This policy will be reviewed at any time at the request of the trustees, or when need dictates, e.g. due to changes in legislation, or at least once every two years. |

| | |
|------------------------|---|
| Ta'allum Academic Team | <ul style="list-style-type: none"> • Quality Assures the implementation of school's health and safety policy and monitors the extent to which the policy is adhered to by all staff so that the welfare of staff and students is prioritised. • With senior leaders, reviews this policy and accompanying procedures, updating as and when necessary. |
|------------------------|---|

Health and Safety File

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy. The file should serve as the central health and safety record for Ta'allum Academies. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Administration Officer, Health & Safety Coordinator, risk assessors, Nurse, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school / department
Copies of risk assessments including (where applicable):
General risk assessments;
COSHH assessments;
Display screen equipment workstation assessments;
Fire risk assessments;
Manual handling operations;
Machinery / equipment;
Lifting equipment and lifting operations;
Lone working;
Risk of violence and aggression;
Pupil supervision forms (if used);
Work in confined spaces, work at height, etc.;
- Completed accident records sheets [removed from the Accident Book]
- Copies of any accident report form sent plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- **Date and findings of MoE / Civil Defence Health and Safety inspections;** together with details of any actions / timescales to be taken following such inspections.

There are occasions when specific, statutory, official and legal guidance or instructions are issued to our Academies. In these cases a formal Ta'allum memo will be issued for the academies to confirm and clarify the detail. A list of current legally binding edicts will be published in this section of the Health and Safety Policy.

List of Current MoE/ Civil Defence Guidance

Prohibition of Swimming and Physical Education classes in the Basement area

The Civil Defence of the State of Qatar have instructed that it is strictly prohibited for students in KG1, KG2, Year 1, Year 2 and Year 3 classes PE to visit the basement of the school. It is also prohibited for the aforementioned classes to take Swimming and/or PE classes in the basement.

- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.];

- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;
- Minutes of meetings of the Area Health and Safety Committee [if applicable] and copy of terms of reference, membership etc.;
- Copies of memos and reports received following visits from Health & Safety Services staff.

The Academy keeps records of health and safety incidents for xx years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

Safety Review, Monitoring, and Evaluation Procedure

The school's health and safety monitoring will be undertaken by the Administration Officer and Principal. This policy and the health and safety file will be reviewed by the Governing Authority/ Principal/ Administration Officer due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the Academy monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- laboratories

Appendix A

Risk Assessment General Guidance:

Risk Assessment Methodology

There are 5 steps to carrying out a risk assessment template;

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings, inform your line manager and implement control measures
5. Review your assessment and update if necessary

Identify the hazards

A hazard is a situation or a condition with the potential for harm!

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

Find out what the significant hazards associated with the task or processes are. There are several ways of identifying hazards; by observation, experience and talking to those who carry out the job you can also consult the following;

Look for the hazards that you could reasonably expect to result in significant harm, for example; slipping and tripping hazards from poorly maintained floors, Fire hazards from flammable materials etc.

Identify those at risk

Think about individuals or groups of people who may be affected such as students, staff, visitors, etc.

Particular attention must be paid to disabled pupils and staff, visitors, maintenance workers ex. working on heavy machinery and rooftops.

Evaluate the risk

A risk is defined as the likelihood that a hazard will cause harm

Below is a simple 1-5 risk ranking system.

1. Highly Unlikely
2. Unlikely
3. Possible
4. Probable
5. Certain

If the hazard does result in harm, how severe would the injury be?

1. Scratch (trivial)
2. Cut (Minor injury)
3. Fracture (Major injury - Over 3-day injury)

4. Amputation (Major injury)
5. Death (Death)

Decide and Implement new control measures

If the risk is not adequately controlled decide which new control procedures are required and ensure these procedures are implemented. The control measures are the actions performed to reduce either the probability of the accident happening or the severity of the outcome, and where possible both. When considering what measures to put in place it is important to consider both severity and likelihood, in order to minimise the overall risk.

When deciding what new control measures will be required, it is helpful to work through the 'hierarchy' of controls. The hierarchy is as follows:

1. Elimination – get rid of the risk altogether
2. Substitution – exchange one risk for something less likely or severe
3. Physical Controls - separation/Isolation, eliminate contact with the hazard
4. Administrative controls - safe systems of work, rules in place to ensure safe use/contact with hazard
5. Information, instruction, training & supervision – warn people of hazard and tell/show/help them how to deal with it
6. Personal Protective Equipment – dress them appropriately to reduce severity of accident

Control measures should be practical and easy to understand (what to do and why they are doing it), applicable to the hazard, able to reduce the risk to acceptable levels, acceptable to the workforce and easy to operate.

Follow up on the risks eliminated and check if the risk is eliminated or reduced.

Risk Assessments should be carried out to satisfy the requirements of legislation but above all to ensure the Health & Safety of stakeholders. Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly.

Competence can be expressed as a combination of Knowledge, Awareness, training, and experience.

Risk Control Measures or Safe Operating Systems are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Templates of Risk Assessments can be found in the Educational Visits Policy.

| |
|---|
| RISK ASSESSMENT AND RISK MANAGEMENT RECORD |
|---|

| | | | |
|----------------------|--|----------------------------|--|
| School Group: | | Learning Activity: | |
| Group Leader: | | Other Staff: | |
| Group Size: | | Supervision Ration: | |

| Identifying and assessing the risks | Risk level | Controls for managing the risks | Remaining risk |
|---|------------------------|---|----------------|
| SITE AND ENVIRONMENT | Low/Medium/High | | |
| <ul style="list-style-type: none"> • Suitability of the accommodation | | <ul style="list-style-type: none"> • • • | |
| <ul style="list-style-type: none"> • Security in accommodation | | <ul style="list-style-type: none"> • • • | |
| <ul style="list-style-type: none"> • Evacuation Procedures sign posted? | | <ul style="list-style-type: none"> • • • | |
| <ul style="list-style-type: none"> • Behaviour | | <ul style="list-style-type: none"> • • • • • | |

| Identifying and assessing the risks | Risk level | Controls for managing the risks | Remaining risk |
|--|------------|--|----------------|
| <ul style="list-style-type: none"> Other Schools | | <ul style="list-style-type: none"> | |
| <ul style="list-style-type: none"> Leaving Site | | <ul style="list-style-type: none"> | |
| <ul style="list-style-type: none"> Medical <p>First Aid</p> | | <ul style="list-style-type: none"> | |
| <p>ACTIVITIES</p> | | <ul style="list-style-type: none"> | |
| <p>TRANSPORT</p> | | <ul style="list-style-type: none"> | |

| Identifying and assessing the risks | Risk level | Controls for managing the risks | Remaining risk |
|--|------------|---|----------------|
| <ul style="list-style-type: none"> Injury resulting from vehicle failure/driver error | | <ul style="list-style-type: none"> Use reputable company. Children behave in a way that will not distract driver or other road users. Ensure safe place is chosen for students to alight. | |
| <ul style="list-style-type: none"> Safety on coach | | <ul style="list-style-type: none"> Children board and leave coach in an orderly way as and when instructed by staff. Seat belts to be worn at all times. Staff to sit behind students on order to supervise effectively. | |
| <ul style="list-style-type: none"> Sickness | | <ul style="list-style-type: none"> Ensure children who need travel sickness tablets take them in good time. Ensure sick box is available on coach. | |

Appendix B

Health and Safety Checklist

The checklist is designed to save staff time – simplifying many of the checks and paperwork approaches that can be seen as ‘red tape’ when applied to individual classrooms. It could be used each term, or if circumstances change significantly, to highlight health and safety issues that need to be addressed. However, all school staff should bring serious incidents to the attention of their employer straight away.

It has been designed to complement the steps the employer takes across the school to manage risks from topics such as fire, legionella, asbestos, manual handling or violence etc. School-wide approaches to assessing and managing real risks should be in place so they do not need to be reassessed in an ordinary classroom. Any issues that occur around the school need to be reported to the Principal who will inform Ta'allum Team in Head office.

| Responsible staff | Checklist | | |
|------------------------|-----------|----------------------------------|--|
| Administration Officer | 1 | Fire alarm panel | <ul style="list-style-type: none"> this involves looking at the panel situated in the corridors of the building |
| | 2 | Fire alarm test | <ul style="list-style-type: none"> this involves running a test using the fire panel weekly, either before or after school |
| | 3 | Emergency lighting | <ul style="list-style-type: none"> this involves going across the school building and testing the emergency lighting by using the special key. This is done monthly |
| | 4 | The fire extinguishers | <ul style="list-style-type: none"> checked annually and a log of all concerns will be issued. The completed paperwork should be kept in the H&S folder. |
| | 5 | Portable Appliance Testing (PAT) | <ul style="list-style-type: none"> carried out annually. This is normally done in the summer half term. The completed paperwork will be provided by the company in a folder. Any items that are failed will be photographed and placed in the folder. These must be removed immediately by the school and disposed of. They should not be used by anyone. |