

HEALTH AND SAFETY POLICY

Introduction

Olive Tree endeavours to provide children with a safe, healthy and positive environment to grow and learn. The staff places strong importance on the need to providing positive role models for its pupils – learning about Islam within a moderate and non-extremist culture. The school is committed to ensuring that risk assessments are undertaken, precautionary measures and systems are consistently monitored and reviewed.

This documents sets out the health and safety policy that Olive Tree follows that is in compliance with the Health and Safety at Work Act 1974. It is the responsibility of the Safeguarding Officer in-charge of Health and Safety to oversee the correct implementation of the policy in the school. All staff will periodically be informed and updated of the policy.

Our guiding principles

- All occupied areas will be subjected to a thorough risk assessment
- The premises will be maintained in a safe condition
- Safe access to and from the premises is maintained
- All equipment is safe to use
- Appropriate safe systems of work exist and are maintained including onsite visits by non-Olive Tree personal
- Sufficient information, instruction, training and supervision is available and provided
- arrangements exist for the safe use, handling and storage of articles and substances at work
- A healthy working environment is maintained including adequate welfare facilities.

1. The duties of The Board of Directors

The Board of Directors, in consultation with the Branch Manager, will:

- a) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- b) Annually assess the effectiveness of this policy and ensure that any necessary modifications are made.
- c) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- d) Ensure safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
- e) Ensure supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Board of Directors will ensure that such training is provided. All training will be regularly updated.

2. The duties of the Branch Manager (BM)

- a) The Branch Manager has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors
- b) The BM is required to take all necessary and appropriate action to ensure that suitable health and safety standards are maintained at all times. In particular, the Branch Manager will, on a day-to-day basis, be responsible for:
 - Ensure safe working practices and procedures throughout the school so that all risks are controlled.
 - Arrange systems of risk assessment to allow the prompt identification of potential hazards.
 - Identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- c) The BM will ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- d) New staff is given instructions in safe working practices.
- e) Collate accident and incident information and implement any remedial action to prevent reoccurrence.
- f) Monitor the standards of health and safety throughout the school, including all school-based activities
- g) Report any health and safety concerns to the Health and Safety Officer.

3. The Duties of the Health & Safety Officer

As part of their duty they will ensure that:

- a) Safe methods of working exist and are implemented throughout their area of responsibility
- b) Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
- c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- d) Risk assessments are conducted in their area of occupation
- e) Regular safety inspections are made of their area of occupation.
- f) Review record keeping systems of all health and safety activities annually.
- g) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

4. Inside the Classroom

- a) **Class teachers** are expected to:
 - Provide effective supervision of their pupils and to know the procedures in respect of fire, first aid, and be prepared to carry them out.
 - Give clear oral and written instructions and warnings to pupils where necessary.
 - Integrate all relevant aspects of safety into the teaching process.
 - Report all accidents, defects and dangerous occurrences to the BM/ Health and Safety Officer

Classrooms should be set out so that easy access is available to all equipment and between tables, chairs and other furniture. Dangerous equipment or materials should be kept locked up. It is not sufficient for the teacher to tell the pupils not to use them unless supervised. Knives, sharp pointed scissors, staple guns, technology tools, glue guns, can be dangerous in inexperienced hands.

Pencils should never be sharpened at both ends. A piece of fine sandpaper will blunt the point to a safe level to preserve bodies and particularly eyes from danger.

Felt Pen Lids should always have a hole in them to prevent pupils from choking themselves on them, if they are swallowed.

Hole-Punches can also punch holes in fingers especially small ones.

Scissors should always have rounded points if being used by a pupil up to class 2.

Safety Compasses should be provided for pupils up to class 2.

b) Curriculum Safety:

- a) Schemes of work will be reviewed annually to assess the risk in activities in order to determine:
- b) where close supervision is required
- c) a non-extremist, moderate, positive SOW used that is in line with British values
- d) suitable group size
- e) suitability for whole class participation
- f) where particular skills need to be taught

5. Outside classroom

Corridors and Stairs: No running is permitted along corridors. Children must walk in a sensible manner to their destination. They do not loiter or cause obstructions in corridors. Staff members are stationed strategically during mass flow times at 'risk' zones that are identified by BM and or Health and Safety Officer.

Corridors must be left unobstructed at all times. Stairs must not be used simultaneously for both ascent and descent. If you see someone in the stairwell, let them complete their passage before you enter.

6. Visitors, members of the Public and non-Olive Tree staff

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises.

7. Reporting and Recording accidents

Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded in the Accident & Incident Book. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident. All serious accidents will be recorded in the Accident Book kept in the first aid room.

As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider (see above) to deal with the accident.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

It is the responsibility of the BM and the Health and Safety Officer to review the Accident book for monitoring and making the areas safer to avoid recurrence.

8. First Aid and Medications

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. This usually is the BM or a teaching staff.

Staff are not permitted to give out medication or drugs to children to ingest from the school. Parents have the prime responsibility for the child's health and must inform the school of any medical condition(s) of the child. Staff can only administer medicines with the parental consent.

9. Fire Health and Safety

The venue provider is overall responsible for:

- a) Testing of fire-warning systems, including alarm tests and periodic maintenance by a competent person.
- b) Testing and maintenance of emergency lighting systems
- c) Testing and maintenance of fire extinguishers and fire blankets
- d) Informing and training of relevant people and fire evacuation drills

The BM is responsible for:

- a) Checking of escape routes; that they are kept unobstructed
- b) Making sure that all staff and pupils are aware of the school's emergency drills
- c) Ensuring that staff know the location of fire escape routes
- d) With assistant from the Health and Safety Officer, carry out two fire evacuations annually; this is then reviewed and where necessary improvements are made.

“All accidents require **prior conditions** for them to happen. By ‘removing’ the prior conditions we prevent accidents.” Abdul Alim 2015.