

This is the statement of general policy and arrangements for:	Al-Rayyan School
Overall and final responsibility for health and safety is that of:	Governing Body
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Head Teacher

HEALTH & SAFETY POLICY

Statement of general policy	Responsibility of (Title)	Action / Arrangements
To prevent accidents and provide adequate control of health and safety risks arising from different activities at School.	Head Teacher Teachers	Head teacher to carry out regular risk assessments. If a considerable risk is found, inform all staff and children to keep out of the area and inform the contact at Bagshot Infant School for it to be fixed. Teachers to inform and encourage the children on how to be healthy and safe.
To provide adequate training to ensure staff are competent to do their work	Head Teacher	Arrange H&S training for staff. Keep them informed and up to date in staff meetings. All staff to be CRB checked.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on different H&S issues.	Head Teacher	Make sure the H&S duties in the staff rota (attached with this policy) are being carried out every week and every one is aware of the significance of performing those duties.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Head Teacher for implementation Teachers to carry out the evacuation.	Teachers must keep their registers with them through out the day. In case of evacuation, they are responsible for the children in the class they are teaching. Once out of danger, the class teachers will take the register to make sure all children are out of danger. Head teacher is responsible for staff register and any other visitors in the building at the time. All visitors including the older girls have to sign the visitors register when they arrive and sign out when they leave. Head teacher is the 'fire marshal' and will carry out and time the fire drills.

Statement of general policy	Responsibility of (Title)	Action / Arrangements
To maintain safe and healthy conditions and ensure safe usage of electrical equipment.	Head Teacher Teachers	There must be at least 2 adults supervising the children when they are in the play ground and 1 adult monitoring the hall during break time. Children are informed and encouraged to be safe and take care of the environment and equipment inside and in the play ground outside. Head teacher to contact Bagshot Infant School if any faulty equipment is found.

Recording and reporting of accidents	Responsibility of (Title)	Action / Arrangements
Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Administrator Teachers	Record any accident or incident in the file maintained by the administrator for any injuries incurred. Parents will be informed of the accident when they come to collect the child. Teachers are responsible for informing the administrator about any accidents/incidents and fill out the forms in the accident file.
Policy and procedures for off-site visits.	Head Teacher Administrator	Ask written permission from parents for off site visits. Child to adult ratio for visits is 8:1 minimum. In case for hiring busses for children, Head Teacher has to check for driver's valid driving license and the vehicle's insurance documents. Do a risk assessment before leaving.
Dealing with medical emergencies	All staff One member of staff trained to administer Epi pen. (Zahida Norat)	All staff have up to date First Aid training. Teachers to call 999 in case of a medical emergency first and then inform the office. Administrator to keep an up to date list of children with known medical conditions. Administrator to get written permission from the parents for administering any medicines. A member of staff nominated to administer Epi pen.
School and children's security	All staff (on rota)	Keep the entry security badge safe. Make sure that entry doors are locked once the school starts. Lock the small gate when leaving the premises. All staff CRB checked including all the regular volunteers. If a member of staff is awaiting CRB check, they are never left alone with children on their own. Please see policies for 'lost child' and 'non collection' for children's security.
First-aid box.	Bursar	Bursar is responsible for replacing anything that is used or expired in the first aid box.

Agreed at the Governing Body Meeting on 6 June 2015

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11