Health and Safety Policy

Where education is more than what you know, it's who you can become…

Approved By	**Hujjat School Trust Board**
Date	**June 2026**
Owner	**HPS SLT**
Review	**Annually**

HUJJAT PRIMARY SCHOOL

VISION

To be an outstanding, happy and inclusive school that cultivates our relationship with God through the conduct and teachings of Prophet Muhammad (Peace be upon him). A place where children can indulge their intellectual curiosity, develop a love for learning, and build the foundations to become ethical, responsible and inspirational members of society.

MISSION

- We will facilitate the well-being and growth of every child's mind, body and character through:
- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Service
- Gratitude

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Statement of Intent

The Board of Trustees of Hujjat Primary School will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement and the successful implementation of this policy requires the full support and active co-operation of all staff, contractors, and pupils of the school

Hujjat School Trust and Hujjat Primary school, so far as is practicable aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

The Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Trustees will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

Legislation

This policy is produced in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005

- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)

The school will:

- Provide safe premises and working environment
- Undertake suitable and sufficient risk assessments
- Provide training, supervision and information
- Consult with staff on health and safety matters
- Monitor and review arrangements regularly

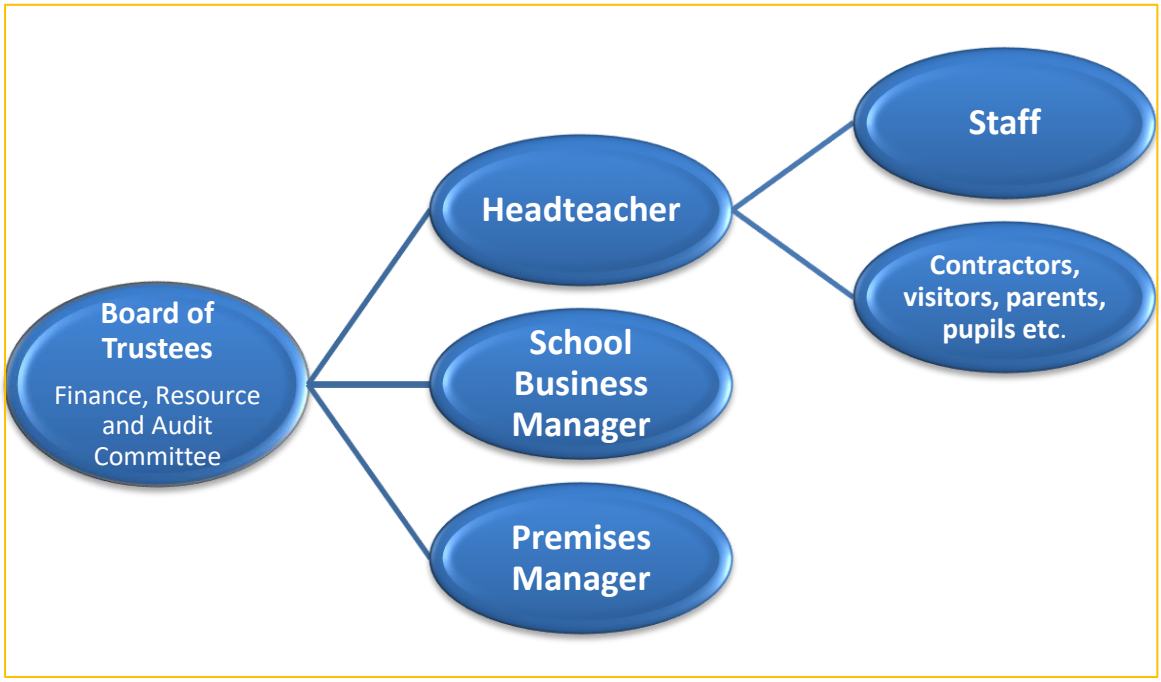
D. Syed
Headteacher

S. Hirji
Chair of Trustees

Organisational Responsibilities for Health and Safety

Health and Safety Management of Schools requires School Staff and the Board of Trust to work together to that ensure health, safety and wellbeing objectives are achieved.

Organisational Chart Overview



ROLES AND RESPONSIBILITIES

COMPETENT PERSON

The Trust has bought into Carstens & Robinson for Health and Safety consultancy services which will provide training on Health and Safety and oversees the health and safety practice within the school. They can be contacted for information and advice on health and safety matters.

THE BOARD OF TRUSTEES

The Board of Trustees, as the management body, should ensure that school staff and premises comply with the Trust's Health and Safety policy and practices. The Board of Trustees, having control of the premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

- Monitor and review health and safety issues.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- Review and monitor the effectiveness of this policy.
- Receive termly health and safety reports
- Appoint a Health and Safety Trustee
- Health and safety performance is monitored by SLT and Trustees. This will include an incident summary and trend analysis, risk assessment compliance, training provision, and progress from actions from audits and inspections.

- Suitable and sufficient risk assessments are undertaken
- Risk assessments are recorded and stored centrally
- Reviewed annually or after significant change/incident
- Signed off by the Headteacher or delegated lead

A Risk Register will be maintained.

THE HEADTEACHER

The Headteacher has delegated responsibility for the day-to-day management of health and safety and has a role in seeing that the Board of Trustees' health and safety policies and procedures are carried out.

- Promote a positive, open health and safety culture in school.
- Report to Board of Trustees on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Investigate accidents and incidents
- The Head teacher and delegated staff will ensure that the premises manager operates systems supported by specialist software so that all statutory checks are made when they fall due.

SCHOOL BUSINESS MANAGER

Will support the Head Teacher in their role.
They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Keep the H&S notice board up to date.
- Maintain accident reporting documentation.
- Coordinate training for school staff.

PREMISES MANAGER

The Premises Manager, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the children. The Premises Manager and cleaning staff are required to maintain a clean and tidy building and grounds. The Premises Manager shall make regular inspections of the school ensuring that emergency exits are clear and remove, isolate or contain any hazard.
Subsequently any minor repairs or maintenance are to be completed by the Premises Manager, or by using authorised contractors. Any equipment must be purchased to appropriate British standards and is maintained in accordance with the manufacturer's recommendations.
Premises Manager is to attend courses relevant to their responsibilities.

- Ensure that any work that has health and safety implications is prioritised.

- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Ensure risk assessments are accurate, suitable and reviewed annually
- Carry out a weekly test of the fire alarm.
- Keep up to date with new developments in Health and Safety issues for schools.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working and are competent in health and safety matters.
- Fully co-operate with health and safety arrangements during larger building projects.
- The premises manager utilises software to ensure that all risk assessments and statutory checks are controlled and are up to date.
- The Premises manager will keep records of all routine checks, including weekly checks of the MUGA

SCHOOL STAFF

- Employees have a responsibility to make sure that they carry out their duties safely without risking themselves, the pupils or visitors. Teachers have a responsibility to follow the School's Health and Safety Policy.
- They must ensure that classrooms, corridors and stock rooms are kept tidy. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.
- Any accident or potential hazard must be reported to the Headteacher, School Business Manager or The Site Manager.
- Health and safety expectations of the school will be explained to new members of staff during the induction process. Health and Safety training will be provided on request and as necessary.
- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure using the Nottinghamshire County Council Safety, Health & Management System.
- Contribute to and highlight any gaps in the school's risk assessments.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

WHENEVER AN EMPLOYEE NOTICES ANY DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER, THE HEALTH AND SAFETY LEADER OR THE SITE MANAGER.

PUPILS AND PARENTS

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

In accordance with the school rules and procedures on discipline, Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

CONTRACTOR

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

RISK ASSESSMENTS

- Suitable and sufficient risk assessments are undertaken
- Risk assessments are recorded and stored centrally
- Reviewed annually or after significant change/incident
- Signed off by the Headteacher or delegated lead
- A Risk Register will be maintained by the head teacher or delegated lead
- The school utilises specialist health and safety software containing a comprehensive suite of risk assessments appropriate to a primary school setting
- The school utilises specialist health and safety software containing a comprehensive suite of statutory checks

SPECIFIC ARRANGEMENTS AND STATUTORY CHECKS

SPECIFIC ARRANGEMENTS

The school maintains detailed operational controls and statutory checks as follows:

Asbestos (see below for training)

- An up-to-date Asbestos Register is maintained and accessible
- An Asbestos Management Plan is in place
- Annual review and periodic re-inspection conducted
- Contractors are informed prior to work

Legionella (Water Hygiene)

- Legionella Risk Assessment reviewed at least every 2 years
- Legionella management plan is reviewed annually
- Weekly flushing of little-used outlets

- Monthly temperature monitoring
- Quarterly descaling of outlets (e.g. shower heads)
- Annual inspection by specialist contractor
- Records maintained in a logbook

Fire Safety

- Fire Risk Assessment reviewed annually
- Weekly fire alarm tests
- Termly fire drills
- Emergency lighting tested monthly and annually
- Fire extinguishers serviced annually
- An annual three hour emergency lighting test is carried out

Gas Safety

- Annual Gas Safety Certificate (CP12)
- Regular inspection of all gas appliances and pipework

Electrical Safety

- Fixed wiring inspected every 5 years (EICR)
- Portable Appliance Testing (PAT) undertaken annually or risk-based
- Regular visual checks by staff
- Stage lighting is inspected annually

Equipment Safety (PUWER)

- Annual inspections of PE, DT and kitchen equipment
- Maintenance schedules implemented

Playground Equipment

- Daily visual checks
- Weekly recorded inspections
- Annual independent inspection

COSHH

- COSHH Register maintained
- Safety Data Sheets (SDS) available
- Risk assessments completed for hazardous substances
- Secure storage arrangements in place

Manual Handling

- Risk assessments conducted where required
- Staff training provided (see below for training requirements)

Display Screen Equipment (DSE)

- Workstation assessments completed
- Eye tests available on request

First Aid

- Adequate number of trained first aiders
- First aid kits regularly checked and replenished

Working at Height

- Ladders inspected regularly
- Staff trained in safe use
- Pupils prohibited from use

Traffic and Vehicle Management

- Traffic risk assessments in place
- Segregation of vehicles and pedestrians where possible

Waste Disposal

- Waste managed in accordance with Environmental Protection Act 1990
- Use of licensed waste carriers

Security and Access

- Controlled entry systems in place
- CCTV maintained where applicable
- Visitor sign-in procedures enforced

Physical Education

- The school makes appropriate selection checks and monitoring procedures for any external PE coaches and providers.
- Internal and external checks of PE equipment are carried out.
- Weekly inspections of the MUGA are carried out by the premises manager and are recorded.

TRAINING

Health and safety training needs for all job roles will be identified and documented in a training matrix. This matrix will be kept under regular review.

All staff will receive a general health and safety induction on starting at the school. Where there is job specific induction training required, this will be the responsibility of the Head Teacher to provide.

General refresher training will be provided annually to all staff at the start of the academic year. Regular role specific refresher training will be provided in line with statutory or best practice requirements.

Training records will be maintained and kept under regular review to ensure all training is provided at appropriate frequencies. Effectiveness of training will be carried out via monitoring of practice, incident cause and interviews with staff.

Manual handling training will be provided for staff at higher risk including premises staff, IT staff, and staff putting up displays. Training is provided for staff in higher risk tasks so that they can be trained and assessed on correct lifting technique.

Safe use of work equipment training is provided for all staff.

The Headteacher and all others identified in the asbestos management plan, including the School Business Manager and Premises Manager complete appropriate asbestos training or briefing so they have a clear understanding of the specific asbestos risks at the school and how they are managed.

The Headteacher and all others identified in the Legionella management plan, including the School Business Manager and Premises Manager complete appropriate
training

ACCIDENTS

All minor injuries are recorded in the school accident/incident first aid log. This is monitored by the designated person for First Aid and reviewed during Health and Safety reviews. An email is sent to parents in the event of a head bump.

For more serious incidents a formal accident report will be completed. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management. All staff incidents will be recorded formally as an accident report.

Minor accidents in the playground are not reported unless they are attributed to:

- The condition of the premises (potholes, ice, damaged or worn steps etc.)
- Plant or equipment of the school premises
- The lack of adequate supervision
- If the child requires further medical treatment.

Staff, visitor, contractor accidents and injuries should be reported to the office and the recorded in the Accident Book.

Where incidents meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) the Health and Safety Lead will ensure that the Health and Safety Executive is notified.
In general, RIDDOR only applies to people at work. Students and pupils are not at work and so are regarded as members of the public for RIDDOR. However, injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

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

All incidents will be proportionately investigated and findings documented. For minor incidents this may be the case that no further action is needed, but for more serious incidents a formal investigation will be carried out and documented. The Health and Safety Lead will ensure that appropriate investigations are carried out and that any findings are acted upon.
A summary of incident reports will be presented to the Health and Safety Committee and Trust

termly.
Incident trends will be identified and remedial action taken as required. Data collection or observations made will be brought to the attention of the Headteacher who will undertake the appropriate action. Further examination will be made of records or accidents and records of ill health to determine whether there is a problem to tackle.
Serious hazards will be brought to the attention of the Board of Trustees through the appropriate reporting procedures.

ADMINISTRATION OF MEDICATION

There is no legal duty that requires schools to administer medicines, however we have a duty to make arrangements to support pupils with medical conditions. We propose to administer, after appropriate training, prescription medication to assist children with medical needs.

Occasionally, Parents/Carers request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness e.g., asthma or epilepsy;
- Children who are suffering from casual ailments e.g., coughs or colds.

Parents/Carers are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the Parent/Carer should come to school to administer the medicine. For casual ailments it is often possible for doses of medication to be given outside of school hours by Parents/Carers. The school does not administer non-prescribed medicine for casual ailments. As per our Medication Policy.

If it is unavoidable that a child has to take prescribed medicine in school for treatment for illnesses to be effective then each individual case will be considered.
For this to occur:

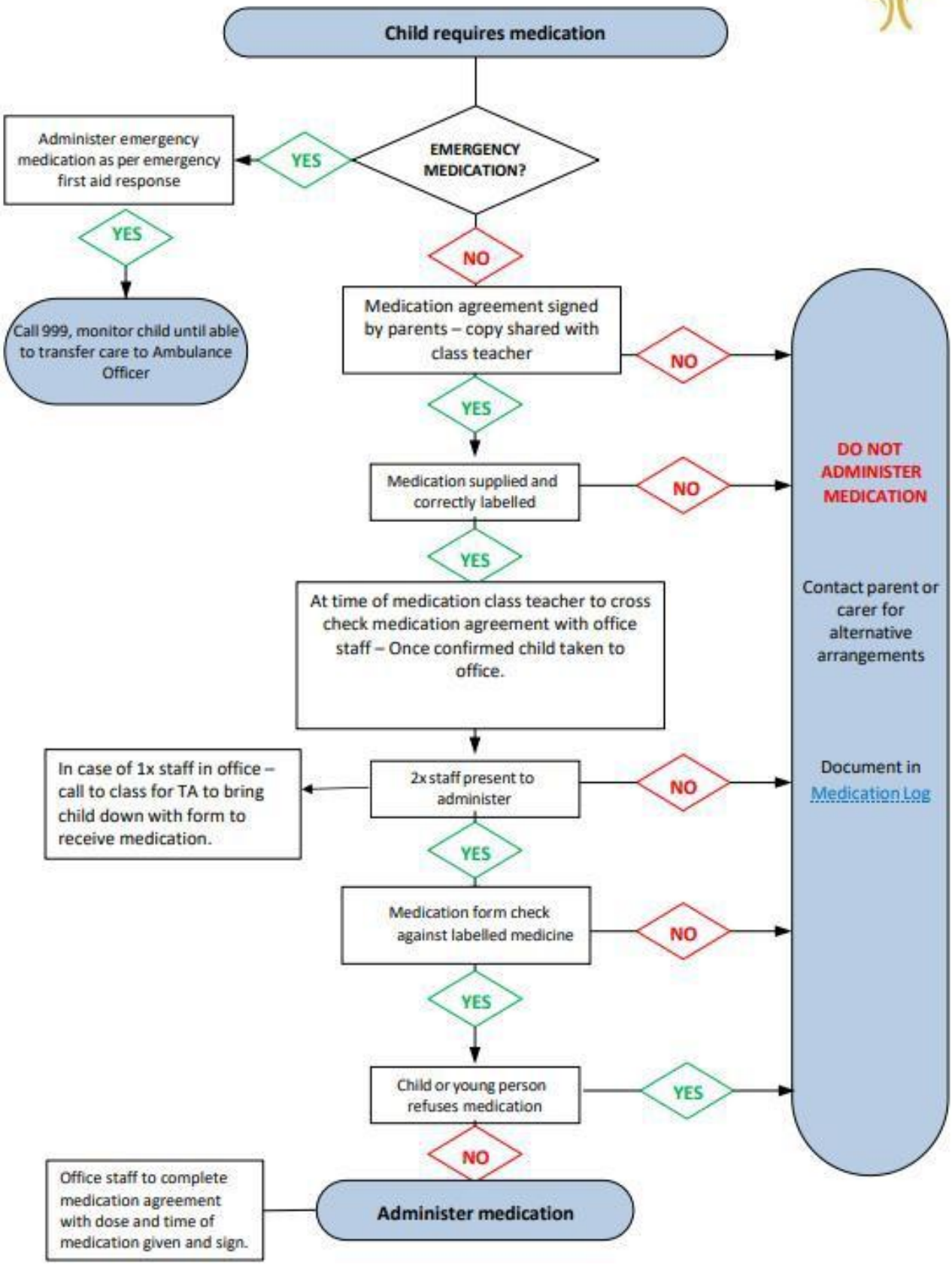
1. Parents/Carers must complete a *Parental agreement for setting to administer medicine,* giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of the administration (forms are available);
2. The medicines must be brought into school in a properly labelled container which states the name of the medicines; the dosage and the time of administration;
3. Where possible, the medicine should be self - administered under the supervision of an adult. Medicines will be kept in a secure cool place in accordance with safety requirements.

Where a long-term need for emergency medication exists, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Staff may need specific training. Detailed written instructions should be sent to the school and the Parents/Carers should liaise with the Class Teacher, designated person for First Aid and the Headteacher.
When administering medicines staff must:

- Ensure they wear protective clothing if necessary;

- Ensure they complete an ‘individual child administering medicines record’ after each dose;
- Ensure medication is kept in the medical fridge or appropriate location after each dose;
- No dosage or administering instructions can be accepted from the parent/carer. They must be from the prescriber.
- Procedure for administering medicine below.

Medication administration



Procedures for administering medicine during residential trips:

1. Parents wishing staff to administer medicines during residential trips must put request in writing prior to trip departure.
2. Requests will be considered by a member of SLT, and staff accompanying children on the trip will be asked to volunteer to administer medicines.
3. Once a member of staff has agreed to administer medicines, parents or carers can bring the medication to school. This should not be done on the day of departure for the trip but should be done in advance when possible. Staff administering medicines must complete an initial 'administering medication check' form before giving any medication and verify:
    a. Name of child on medication;
    b. Name of medicine;
    c. Dosage is specified;
    d. Written instructions provided by prescriber;
    e. Expiry date;
    f. Number/amount of medication provided;
    g. All medicines must be kept in secure, locked containers throughout the duration of the trip;
    h. One identified person is responsible for administering each child's medicines on the trip;
    i. Ensure they wear protective clothing if necessary;
    j. Ensure a member of staff witnesses them administering the medication;
    k. Ensure they complete an 'individual child administering medicines record' after each dose;
    l. Ensure medication is stored safely after each dose;
    m. At the end of the trip all medicines must be returned to parents

ANIMALS

Animals are not permitted on site without permission, except Guide Dogs.
Harrow Requirements for Farm Safety should be followed.

ASBESTOS

The school holds an asbestos register which is shared with contractors before work commences in the relevant areas

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

COMMUNICABLE DISEASES

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled “Guidance on Infection Control in Schools and other Childcare Settings”.

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.
The exclusion periods for common infectious diseases and skin infections are also included in this document.

CONTROL OF HAZARDOUS SUBSTANCES IN SCHOOL

Any member of staff using chemicals must:

- Ensure that they are kept in a locked store;
- Check the substance against the COSHH register;
- Follow procedures laid down for use;
- Be aware of procedures for avoiding exposure and control;
- Inform the Headteacher of any difficulties.

DISPLAY SCREEN EQUIPMENT (DSE)

- Staff using or involved in the use of DSE/IWB equipment must assist in the undertaking of work place risk assessments and upon request will be offered a free eye test for the purpose of working with display screen equipment;
- Workstation risk assessments will include consideration of all users, the working environment, the hardware and software and staff training;

Staff should be aware of the advice from the HSE regarding Computer projectors.

EDUCATIONAL VISITS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents’ contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

EMERGENCY PROCEDURES

Emergencies

The school has emergency arrangements in place for fire evacuation, bomb threats, and lockdowns. There are separate procedures in place for these emergencies. These procedures will be regularly tested. Fire evacuations will be carried out on a termly basis. Bomb threat and lockdown procedures will be tested as required and may be tested as a desk top exercise.

Details can be found in the Emergency Procedures Policy

FIRE

The Headteacher has overall responsibility for ensuring that statutory fire precautions and provisions are adhered to. Issues of agreed procedures are:

- The action to be taken on hearing the fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and location of alarm points;
- The location of firefighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- Appreciation of the importance of fire doors and the need to close all doors and windows.

If you discover a fire:

- Raise the alarm by breaking the glass at the nearest alarm point;
- It is the duty of all adults to know these positions

FIRE EXITS SHOULD ALWAYS BE KEPT CLEAR AND FIRE DOORS UNBOLTED WHILST THE PREMISES ARE OCCUPIED

Fire Drill/Emergency Procedures requiring Evacuation:

- As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit;
- Exit routes are displayed in each classroom, activity or office space which staff and pupils use;
- The registers will be distributed to each class (Reception – Yr. 6) by the office team, when staff and pupils are assembled in the MUGA after evacuation;
- The Visitor's Book and Children's "Signing in and out Book" will be brought out by the office team;
- Registers are checked by name to ensure that all children are present (a head count is insufficient);
- Registers must then be returned to the office team and class teachers must report that all children are accounted for;
- Nobody must go back into school. If a child/adult is missing it must be reported to the Headteacher;
- The Headteacher or a member of the Senior Leadership Team will check that class numbers tally;
- Adults are requested to have a "buddy" if they are not part of a Year Group Team to ensure adult evacuation is checked as far as reasonably possible;
- When the Site/Premises Manager/SLT have ensured that the building is safe, classes may then return to the school building;

- Children must walk in and out of the school sensibly and line up quietly;
- If the normal exit is blocked for any reason, then the nearest available exit must be used;
- Fire Drills happen once a term and can be planned or unplanned.

Recorded practice fire drills are carried out with After-School Club (ASC) and Breakfast Club (BC). Procedures for raising the alarm are as above and evacuation points are the same as the school's.

Lunchtime Fire Procedures

- At least one fire drill per year will take place during lunchtime;
- All SMSAs on duty in the playground or hall, on hearing the fire alarm, gather all children together away from the building and ensure that no child re-enters;
- In the event of fire, the bell is to be rung and children to line up in designated areas.
- SMSAs, in areas where the children are eating, shall evacuate all children away from the building and ensure that the toilets are vacated;
- The Headteacher or members of the Leadership Team will ensure, as far as is reasonably practical, that the rest of the building is vacated;
- Class Teachers will take registers in the normal way;
- All available staff on site will help to evacuate children and take registers where necessary

In the event of a fire or bomb alert, the Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see Fire Drill procedure);
- In the event of a bomb alert follow Harrow's guidelines;
- Ensure that office staff phone 999 for the Fire Brigade and Police;
- Check that the evacuation procedure has been followed;
- Remain at the front or back of the school to meet the Fire Brigade/Police and direct them to the incident;
- All children and adults must remain outside on the MUGA until the all clear has been given.

LOCKDOWN

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas

cloud etc.)

- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose
-

LOCKDOWN	
Rooms most suitable for lockdown	All classes to remain in own classroom
Entrance points (e.g., doors, windows) should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	Classroom telephones
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

REF	INITIAL RESPONSE- LOCKDOWN	TICK/SIGN/TIME
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety All Adults are responsible for their own class.	
L2	Lock / secure entrance points (e.g., doors & windows) to prevent the intruder entering the building. All adults.	
L3	Dial 999. Dial once for each emergency service that you require. All staff who have access to a telephone to do so.	
L4	Ensure people take action to increase protection from attack: • Block access points (e.g., move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. • Keep out of site. • Draw curtains/blinds • Turn off lights • Stay away from windows and doors All adults are responsible for their own class.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. All adults aware.	
L6	If possible, check for missing / injured pupils, staff and visitors. All adults.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan via the school tannoy system
- Pupils who are outside of the school buildings are brought inside as quickly as

possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Harrow Council notified.
- Parents will be notified as soon as it is practicable to do so via email message
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the MUGA.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, twice a year.

PARTIAL LOCKDOWN

Alert to staff: "Partial lockdown"
This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:
- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via IT and telephone systems and verbal communication.))
- All staff and pupils remain in the building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
"Partial lockdown" is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
Emergency Services will advise as to the best course of action in respect of the prevailing threat.

FULL LOCKDOWN

Alert to staff: "Full lockdown"
This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:
- All pupils to return to classroom

- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.
- Register taken/head count- the office will contact each class in turn for an attendance report via telephone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via telephone which is a cue to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

Advice re: procedures is given in the school Newsletter and if available on the school website under the 'Important Information' tab.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told " …the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out…"

EMERGENCY SERVICES

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

EQUIPMENT INSPECTION

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

- All electrical equipment, physical education equipment and food technology equipment is inspected annually;
- Reports are kept and recommendations are acted upon.
- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

FIRE SAFETY

A fire risk assessment will be completed fby external consultants and this will be reviewed annually to ensure that standards are maintained and any remedial actions have been addressed.

All fire protective and preventative devices e.g. fire alarms, extinguishers, emergency lighting etc will regularly checked by premises staff, and inspected and maintained by competent contractors.

Fire evacuation arrangements are in place including for out of hours opening.

Personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Generic PEEPs are in place for any visitors or other persons who may require support on a temporary basis.
Fire evacuation drills will be carried out termly.

All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction.

Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g. fire wardens, evac chair operators or those identified to use fire extinguishers will receive additional training for their role.

FIRST AID

The Headteacher will ensure that provisions conform to the Health and Safety Regulations and the revised Approved Code of Practice issued by the Health and Safety Executive (HSE) in 1997;

- The Headteacher is also responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- First Aid boxes/bags are available and fully stocked and replenished with approved standard items only, ensuring that first aid materials are within 'use by' dates. Extra or additional equipment can be obtained from the Welfare Officer responsible for overseeing First Aid;

- All pupils or employees requiring specific medication or who have particular requirements shall have these details recorded and relevant members of staff will be informed;
- Care plans and specific needs are stored securely in the First Aid cupboard, on our central server and each year group has access to copies of relevant plans/children's needs on the school's MIS;
- Several support staff will hold current First Aid Certificates (renewed on a regular basis) and these staff are responsible for dealing with minor incidents requiring First Aid which occur in the playground or classroom;
- All contaminated material must be placed in a bag and fastened securely, then placed in the First Aid bin specifically designated for First Aid waste disposal;
- A record is kept in the Office of any major allergies, long term illness and any other relevant information.

FOOD SAFETY

It is recommended that all staff working with food will be aware of the following:

- Knowledge of the ways and conditions that bacteria grow and multiply;
- Knowledge of the ways of preventing food poisoning and contamination;
- Knowledge of cleaning methods;
- Knowledge of the effect of food poisoning;
- Knowledge of pest control;
- Knowledge of any food allergies from which pupils might suffer.

Staff undertaking food based work with pupils should be mindful of the difficulties associated with the storage of complete work. Pupils will not be allowed unsupervised access to equipment which could burn or scald. No food should be stored in classrooms as there is appropriate storage in the kitchen. Staff should be familiar with Harrow guidance for Food Safety and refer to the Be Safe Booklet version 4 section 7 Food and Hygiene and micro-organisms.

GAS

All gas equipment will be subject to regular maintenance and inspection by competent and qualified persons
Equipment includes boilers / plant, kitchen appliances, flues, and gas supply pipework and fixtures. There will be suitable ventilation in all rooms where gas appliances are installed. Where identified remedial repairs will be carried out promptly and by competent persons. Key staff will be briefed on emergency arrangements if there is a suspected or confirmed gas leak. Science and food technology labs will be fitted with isolating devices so that use is controlled by teachers and emergency shut off devices will be fitted.

LEGIONELLA

A Legionella risk assessment will be completed and will be reviewed every 2 years or as guided by the school's Legionella consultants.
A written scheme of control identifying key roles and responsibilities for Legionella will be held and reviewed every 2 years or when the risk assessment is reviewed.

A Legionella management system will be maintained comprising of a weekly flushing through of little used water outlets, monthly temperature testing of hot and cold-water systems, and quarterly descaling of shower heads and other risk areas.
In addition water hygiene contractors will carry out 6 monthly and annual tests and inspections on the water system. Sampling for Legionella bacteria will be carried out as advised by the school's Legionella consultants. A water hygiene logbook will be maintained for all checks, tests, and inspections.

LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

All hirers of school premises or facilities will:

- Sign the hiring agreement and comply with the requirements of the hire agreement.
- Provide risk assessments on request.
- Not carry out any activities or bring any equipment into the school without permission beforehand.
- Not carry out any activities or practices which are unsafe and could injure other school users or school premises.
- Any equipment or materials brought onto the school site must be compliant with all relevant health and safety requirements and maintained as such.
- Comply with the school rules and participate in any emergency drill.

LIFTING AND MANUAL HANDLING

- The risk of injury due to the manual handling of loads is recognised by the school and appropriate assessments are completed where necessary;
- Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights;
- Consideration will be given to pregnant workers in line with HSE advice.

Children Moving Equipment

It is anticipated that there will be times when children will need to move equipment e.g., chairs/tables or sports equipment. Children must always be supervised when moving equipment or furniture. Children must be taught how to lift and carry safely. When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus.

LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

NEW AND EXPECTANT MOTHERS

The risk control measures in place within the school provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

RISK ASSESSMENTS

The Headteacher and Health and Safety Leader are responsible for ensuring that risk assessments are carried out and reviewed on a regular basis as part of a safety audit. Audits and health and safety inspections will be carried out at least once a year.
The purpose of a risk assessment is to:

- Identify hazards and risks;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Decide what to do to reduce the risk as much as possible;
- Take action;
- Evaluate the action to see if the risk has been reduced.

IDENTIFIED RISKS

Workplace stress is recognised by the Headteacher and Board of Trustees as a legitimate problem affecting staff and one, which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional

and physical wellbeing of staff and consequently to the efficiency of the organisation.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff is encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore it is the school policy that appropriate members of staff will be kept informed of any changes in so far as they may affect their own activities in the workplace and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from leadership regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence. Staff may seek further consultation through the Occupational Health Team.

Contractors:

- Contractors are encouraged and reminded where necessary to telephone and make appropriate arrangements prior to visiting the school;
- All contractors must report directly to the School Office. The Site/Premises Manager will then be informed of their arrival;
- All contractors must comply with Harrow's Permit to Work system;
- All contractors must provide the school with a copy of their Safety Policy where applicable;
- Contractors will work under close supervision of the Site/Premises Manager so as not to endanger the health and safety of the children or adults in the school;
- Any equipment that contractors bring into the school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children;
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom or toilet areas;
- The Site/Premises Manager will monitor all work and any concerns reported to the Headteacher, the Contractor concerned and the appropriate department of the LA. If the work is deemed unsafe the Site/Premises Manager has the authority to stop work as necessary.

Contractors are responsible for:

- Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of the pupils, employees, visitors and members of the public who may be affected by their activities;
- Complying with the Health and Safety at Work Act 1974 and all legal requirements made under it;
- Adhering to School's Health and Safety Policy when operating in any part of the site;
- Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in and out;
- Complying fully with requests for information as requested, especially in relation to

the provision of the provision of risk assessments and method statements;

- Notifying the Site/Premises Manager of any incidents on site as per the procedure on the reporting of incidents.

SECURITY/ CCTV

- CCTV equipment is maintained to ensure that the recording of activity around the school acts as a deterrent to intruders;
- Security gates are in place at the front of the school and access is restricted and monitored by the office staff;
- the doors to the school should be kept closed and staff members should access using their key fob or security code;
- When parents/carers enter the toilets with younger children the toilet should be monitored by a member of staff to ensure no other children enter.

When strangers are found in the school or its grounds and cannot provide a valid reason for being there, they should be politely asked to leave and seen off the premises. Staff should not attempt to use force. If intruders refuse to leave and it is suspected that a criminal offence has been committed or was intended, the Police should be summoned.

SLIPS, TRIPS AND FALLS

- Staff and children should be aware of the potential danger in leaving equipment on the floor;
- Safety ladders and safety stools should always be used when reaching higher areas;
- Children should be trained to pick up everything from the floor and to tuck their chairs under the tables when leaving the room.

SMOKING/VAPING

It is the policy of the Board of Trustees that Hujjat School is a non-smoking/vaping site and therefore smoking/vaping is not permitted anywhere on site. No-smoking/Vaping signs are clearly displayed around the school

VEHICLES ON SITE

Car parking is very limited on the School Site and it could become a hazard for those who use the school;

- Drivers parking cars at the school, near it or dropping or collecting children at the school should always have consideration for the safety of pedestrians, other road users and the immediate community;
- There is a clearly marked pedestrian entrance and route
- Vehicle access gates will be locked at peak time e.g. start and end of school
- Parents will not be permitted to park onsite, unless they hold a blue badge or in exceptional circumstances.
- The road markings outside the school should always be observed;
- The school will contact the Road Safety Officer who will talk to parents and children

and provide leaflets and posters emphasising road safety advice;
- Coaches for trips should be arranged at times that do not coincide with the start or end of the school day to minimise risk.

VIOLENCE AND SECURITY

Staff Employers have a duty of care towards their employees and are required to take all reasonable steps to protect them from danger by:

- Analysing all likely sources of violence;
- Determining what reasonable measures can be taken to minimise risks;
- Putting those measures into effect;
- Examining any subsequent cases to see whether refinement of the arrangements is warranted;
- Providing members of staff who have been subjected to violent behaviour with support and assistance;

WASTE DISPOSAL

- The school will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) to a licensed waste disposal site via a registered carrier;
- Waste storage will be subject to a risk assessment.

WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained person

MONITORING AND REVIEWING

The Headteacher is responsible to the Board of Trustees for managing health and safety within the school and will ensure that there is:

- Daily monitoring of the site, by the Site/Premises Managers;
- Daily monitoring in the classroom by the teaching staff;
- More formalised risk assessments to identify any potential hazards within the site

undertaken by the Headteacher/Health and Safety Manager and the Site/Premises Managers;

- Health and Safety aspects clearly identified in curriculum policies if appropriate