

Quwwat-Ul-Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Health and Safety Policy

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Policy Links	First Aid Policy Fire Safety Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction

The school has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. The Trustees accept the responsibility to set a safety policy, for all of the work which falls within their remit.

We seek to maintain, and improve progressively, the environment of the school and other workplaces in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities.

We seek to create an environment within the school where everyone:

- Is aware of their responsibilities to each other.
- Act in responsible ways, consistent with others' health and safety.
- Safeguard and promote the health and safety of others.

The policy relates specifically to health and safety on the school site. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations.

All employees organising educational visits must comply with the DfE guidance on Educational Visits as well as procedures identified in various documents such as the staff handbook.

Objectives

The Trustee Management Committee seeks to promote health and safety by providing, insofar as is reasonably practical:

- ☐ healthy and safe working practices and conditions;
- ☐ information, instruction and training in safe working methods and practices;
- ☐ first aid facilities; and employees trained in first aid;
- ☐ safe premises, plant and equipment;
- ☐ safe arrangements for the handling, storage and use of materials and substances
- ☐ systems for the establishment and maintenance of codes of practice and risk assessments;

- ☐ safe access and egress, including evacuation procedures;
- ☐ appropriate security arrangements;
- ☐ effective communication systems for issues of health and safety;
- ☐ periodic checks on the safe operation of tools and equipment.

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

Responsibilities

The Trustee Management Committee expects the Head teacher and **all employees** to be responsible for ensuring the effective implementation of this policy.

All employees have a responsibility to:

- ☐ take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- ☐ support measures implemented to meet statutory requirements;
- ☐ be aware of, support, implement and comply with this policy;
- ☐ set a good personal example through safe behaviour;
- ☐ make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same;
- ☐ familiarise themselves with emergency evacuation procedures;
- ☐ report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- ☐ satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- ☐ teach safety as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity.

The Duties of the Trustee Management Committee

The Trustee Management Committee in consultation with the Head teacher will:

- ☐ make itself familiar with health and safety legislation and codes of practice which are relevant to the work of the school

- ☐ ensure that there is an effective and enforceable policy for the provision of health and safety;
- ☐ undertake to provide a safe place for everyone to work;
- ☐ enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

General Duties of the Head teacher

The Head teacher is accountable to the Board of Trustees for the implementation of the Health and Safety Policy. She has responsibility for the day to day maintenance and development of safe working practices and conditions. The Head teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head teacher will:

- ☐ be aware of the requirements of health and safety legislation and codes of practices relevant to her areas of responsibility;
- ☐ ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which she has responsibility;
- ☐ ensure safe working practices and procedures;
- ☐ consult with employees on health and safety issues;
- ☐ monitor the standard of health and safety throughout the school;

The Duties of the School Office Manager with responsibility for premises

The Office Manager has responsibilities to:

- ☐ be accountable to the Head teacher for overall day-to-day responsibility for the implementation and operation of the school's health and safety policy;
- ☐ ensure compliance with and monitoring of this policy;
- ☐ ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ☐ ensure safe methods of working exist and members of the school are instructed in safe working practices;
- ☐ organise regular safety inspections as required by the Head teacher or as necessary;
- ☐ ensure that any defects in the premises, plant, equipment or facilities are made safe or are notified;
- ☐ monitor first aid and welfare provision;
- ☐ arrange systems of risk assessment;

- ☐ identify training needs of employees and students and ensure, within the resources available, that these needs are met;
- ☐ collate accident and incident information and when necessary, carry out investigations;
- ☐ ensure that toxic, hazardous and highly flammable substances are correctly stored.

The Duties of Line Managers

All Line Managers (e.g. heads of departments, co-ordinators, premises staff, science and technology technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they have overall day-to-day responsibility for the implementation and operation of this health and safety policy within their relevant departments and areas of responsibility. They will assist other employees, students and visitors to comply with its requirements.

They will ensure that:

- ☐ safe methods of working are implemented;
- ☐ Health and safety regulations, rules and procedures and codes of practice are applied effectively, including other employees, students and visitors and others in safe working practices and communicating relevant health and safety information to relevant persons.
- ☐ they monitor the standard of health and safety throughout the department in which they work, including completing necessary risk assessments and regular safety inspections; encourage others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of everyone;
- ☐ they report any health and safety concerns to the appropriate person and take positive, corrective action where necessary to ensure the health and safety of all staff, students and others;
- ☐ all plant, machinery and equipment in the department in which they work is adequately guarded, and is maintained in good and safe working order;
- ☐ all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- ☐ appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work;
- ☐ toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored, labelled and disposed of;

The Duties of all Employees (teaching and non-teaching)

All employees will make themselves familiar with the requirements of **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work.

They should:

- ☐ take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- ☐ co-operate with his/her employer to enable the employer's duties to be performed or complied with.
- ☐ all employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all employees will:

- ☐ be familiar with this health and safety policy and all other safety regulations as laid down by the Trustees and/or the Head teacher;
- ☐ ensure health and safety regulations, rules, routines and procedures are being applied effectively by all students and other employees;
- ☐ see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- ☐ use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ☐ ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- ☐ report any defects in the premises, plant, equipment and facilities which they observe;
- ☐ take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the SLT.

The Site Manager

The Site Manager will make himself familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to their work.

They should:

- ☐ take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- ☐ co-operate with the employer to enable the employer's duties to be performed or complied with.

In addition to the duties of all staff, the Site Manager should:

- ☐ identify premises defects and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe and the matter reported to the School Office Manager;
- ☐ ensure that hirers, contractors and others who use the premises are briefed in Health and Safety procedures so that they can conduct themselves in such a manner that all statutory and advisory safety requirements are met.

Students

Students are expected to:

- ☐ exercise personal responsibility for safety of themselves and others;
- ☐ observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- ☐ be aware of basic safety evacuation procedures;
- ☐ report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

Arrangements and Procedures

1) Accident Reports

All accidents and injuries to any person on the school premises must be reported. Accidents/ Incidents Forms are available from the Office Manager/ G-Drive. Accidents/Incidents form has detailed clear procedures on reporting.

2) First Aid

The school will adhere to the Code of Practice as laid down by DfE. Adequate number of staff will be given training in first aid techniques to give them a basic minimum level of competence. A list of trained first aiders will be displayed all around the school.

Supplies of first aid material are held in the school medical room and other appropriate locations such as the staff rooms will be managed by the school welfare officer.

In the event of medical assistance being required during school hours, the Welfare Officer should be contacted. If she is not on duty, a designated first aider should be contacted. If all else fails, contact the emergency services directly.

A record will be made of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity carried out on behalf of the school.

3) Evacuation Procedures

The School will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- ☐ save life
- ☐ prevent injury
- ☐ minimise loss

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan i.e. half termly fire drills

4) Risk assessments/COSHH

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances. Risk assessments are coordinated by the Office Manager with responsibilities for health and safety.

5) Visitors to the school site

All visitors/contractors must report to Reception and sign in the visitors' book. All visitors/contractors must carry the identification provided which is currently a school visitors' badge. It is important that unauthorised callers are challenged as to the nature of their visit.

6) Intruders on the school site

It is recommended that Office staff/SLT should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved.

7) Safety training

All staff new to the school will be appraised of our Health and Safety Policy and Health and Safety will be included in our Induction Programme. Other training will be given when and where necessary, as appropriate to the nature of the task.

8) Personal safety

The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for students. In this work we impart skills and knowledge to enable students to be aware of ways in which they can help themselves to keep safe.

9) Smoking

The School is a no smoking site.

10) Inspection of electrical equipment

Inspection of portable electrical equipment and fixed installations will be carried out in line within the H and S Executive guidelines.

Monitoring the implementation of the policy

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Head teacher and the School Office Manager.

Its terms of reference involve monitoring the health, safety and welfare of all employees, students and visitors; and to monitor and take appropriate action in response to any change in circumstance.

They will take responsibility for monitoring:

- ☐ deficiencies and potential hazards in premises, equipment and site;
- ☐ accident reports;
- ☐ risk assessments;
- ☐ training and provision of information;

- ☐ emergency evacuation procedures;
- ☐ first aid procedures;
- ☐ legislation, regulations and advice received.

The School should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it.

Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- ☐ reporting the matter to the School Office Manager
- ☐ reporting the matter to the School Site Manager
- ☐ reporting the matter to a senior member of staff;
- ☐ completing and forwarding accident report forms;
- ☐ completing all necessary risk assessments;

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing students from the immediate area if necessary, whilst not placing themselves in danger.