



# Health & Safety Policy

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Section	Description
1	Policy Statement (Aims, Key personnel)
2	Roles and Responsibilities
3	General Health and Safety Arrangements
4	Matters for the attention of particular groups or staff
5	Other Hazards
6	Violent and Aggressive Behaviour
Appendix A	Guidance notes on infectious diseases
Appendix B	Acquired Immune Deficiency Syndrome (AIDS)

## 1. Policy Statement

قَالَ النَّبِيُّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ: لَا يُؤْمِنُ أَحَدُكُمْ حَتَّى يُحِبَّ لِأَخِيهِ مَا يُحِبُّ لِنَفْسِهِ

*Allah's Messenger (saws) said: "No man is a true believer unless he desires for his brother that, what he desires for himself." (Bukhari)*

قَالَ النَّبِيُّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ: الْمُؤْمِنُ لِلْمُؤْمِنِ كَالْبُنْيَانِ يَشُدُّ بَعْضُهُ بَعْضًا

*Allah's Messenger (saws) said: "The bonds of brotherhood between two Muslims are like parts of a house; one part strengthens and holds the other..." (Bukhari and Muslim)*

London Islamic School (LIS) declares that its Safety Policy, as an Islamic Institute and secondary school, is to promote, establish and consolidate such measures as are reasonably practicable to foster the safety, health and welfare at work of all its staff and students. It is conscious that all concerned must agree to these measures, which call for the co-operation of all the staff at all levels to assist in achieving these objectives through joint consultation and concerted efforts. Responsibility for health and safety at work is part of the operational responsibility of every department of LIS and follows the lines of the organisational structure.

### **Aims**

On its part, LIS will endeavour to:

- Provide and maintain safe and healthy work places and working conditions in all places of work under its control.
- Provide such information, instruction, training and supervision as may be necessary for ensuring health and safety in the premises.
- Provide and encourage the use of such safety and protective equipment as may be necessary or advisable, either for general use or specific purposes.
- Encourage the active interest of all staff in health and safety matters.

## **Key Personnel**

Health and Safety Officer: Mawlana Inham Uddin  
Headteacher: Ustadh Abdulhadi Mamon

The organisation and means by which this policy shall be fulfilled are set out in this policy. Health and Safety at LIS will be lead by the Health and Safety Officer in collaboration with the Headteacher and the Senior Management Team.

## **2. Roles and Responsibilities**

The school Health and Safety (H & S) roles consist of:-

### **Headteacher**

- To pursue objectives in respect of H&S policy
- To set up arrangement to meet the H&S requirement
- To be available to any member of staff to discuss and seek to resolve health and safety problems
- To report to the Trustees
- To inform staff of any changes/hazards etc
- To ensure that all areas of the school are inspected regularly
- To ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- To ensure that all visitors, including maintenances contractors are informed of any hazards on site of which they may be unaware
- To ensure that consideration is given to the possibilities of maintenance work affecting students and staff
- To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that fire fighting equipment is available and maintained

### **Health and Safety Officer**

- Development of procedures for implementing and monitoring the policy on health and safety.
- Reporting to the Board of Education on health and safety matters.
- Develop and implement procedures, with others, to ensure safe working practices across the school.
- Development and implementation of procedures for emergencies, accidents and evacuation policies.
- Reviewing and monitoring the health and safety policies and practices.
- Establishment, maintenance and monitoring of supplies of health and safety information across school.
- Ensure that the fire alarm has no faults
- To ensure that employees are:-
  - Aware of their responsibilities under the Health and Safety at Work Act
  - Familiar with the requirements of the school's safety policy
  - Made aware of the hazards in their area of activity
  - Familiar with safe methods of work
  - Aware of the action to be taken in an emergency
  - Aware of the first aid facilities available
- To ensure all staff and volunteers undertake health & safety training appropriate to their work if required periodically via a comprehensive training needs analysis to define a training programme,

which may include in house, on the job or off the job training courses which may cover various safety topics including:

- Control of Substances Hazardous To Health
- Manual Handling
- Display Screen Regulations
- Electricity at Work
- Fire Safety
- To ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- To inform the head of all accidents and incidents and assist in the investigation
- To initiate or recommend any necessary repairs or maintenance work
- To maintain a high standard of a safe working environment at all times
- To participate in consultation with Headteacher and employees in promoting progression improvements in the safety of activities

### **All Staff**

All Staff must understand that according to the Health and Safety act, they are breaking the law if they intentionally and without reasonable cause do anything likely to endanger themselves or others, if they intentionally misuse any appliance, means, in order to promote everyone safety, we require staff to:

- To co-operate with safety representatives in the fulfilment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- To comply with statutory obligations, safety rules and procedures and relevant codes of practice laid down in their roles and responsibilities
- To take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- To use such protective clothing or equipment as may be provided
- To report promptly any faulty equipment or systems which could lead to injuries
- To report all sickness, accidents and dangerous occurrences promptly to the H & S Coordinator
- Co-operate with management and with safety representatives when accidents require investigation.
- To never attempt to carry out work of a dangerous nature, or operate machinery unless they are fully trained
- To check out any instructions, rules or regulations with their supervisor, if in any doubt, before starting any work.

## **3. General Health and Safety Arrangements**

### **Induction Reporting Procedures**

Responsibility for implementation of the health and safety policy rests with the H & S Coordinator. In his absence, urgent matters must be referred to the most senior member of staff available, normally the Head teacher or member of Senior Management Team.

A copy of the Health and Safety Policy is issued to all staff on taking up their appointment with LIS as part of the induction process and copies are available upon request.

### **Displays**

In addition to the information contained in the Health and Safety Policy, certain information will be displayed on Notice Boards display information that is particularly relevant to staff, volunteers and others working in the Department: This includes:

### **Evacuation Procedures**

Electrical Safety  
Personal Protective Equipment  
Names of key personnel

## **Risk Assessments**

Health and Safety risk assessments have been carried out in all areas. Copies of the assessments are held in the various departments and in the Administration Office. Adoption of new working practices and the purchase of new equipment will require a review of the risk assessment which will, in any event, be reviewed at intervals of no greater than 2 years.

## **Visitors and Visiting staff**

All external visitors must use the intercom facility to gain access to the building and immediately report to reception where he/she will be required to sign the visitor's book and be given a visitors badge.

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises. Those persons inviting visitors into premises are responsible in ensuring the visitor follows the correct visiting protocols and ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

## **Smoking**

Smoking including the use of e-cigarettes, is not permitted in any area of the school by staff, parents or visitors to the school.

## **Bomb Alerts**

In the event of bomb alert the Headteacher or the Health and Safety Officer must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and students (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All students and adults must remain outside
- Only when the all clear has been given will students and adults be allowed to re-enter the premises

## **Students moving equipment**

In the normal day to day running of the school, there are certain situations where students will need to move equipment or items of furniture. For example:

- Chairs and tables: chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their (depending on size of chair) own. If a large number of chairs are needed then the Caretaker will deal with them. Tables need one child at each end, a child must not attempt to lift a table on his own.
- Sports equipment: when using large apparatus, students must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many students are needed for moving each piece of equipment (this should include how to bend), for example pool table - one child at each end.
- Small items of equipment can be moved by the students when instructed.

- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Students must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely and this needs reinforcing on regular occasions.

### **Items Students Should Not Move**

- Computers - monitors can easily fall off trolleys, or wires get caught
- Paper cutters - sharp blade
- Any specialist equipment ( saw, blades, electronic drills etc)

### **Security of the Premises**

The Health and Safety Officer and the Maintenance Officer, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the students. The caretaker and external cleaners under the direction of the Headteacher maintain a clean and tidy building. Any minor repairs or maintenance are completed by the Maintenance Officer or through the use of contractors engaged by the Headteacher in consultation with the SMT. Any equipment/hazardous substance are kept locked away from the students. The Headteacher, the Administration Staff and the Caretaker are the designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Caretaker**

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The security system is working properly
- Before leaving the premises, to check:-
  - All the windows are closed
  - The doors are locked and secure
  - The security alarm is set if he is the last person to leave

### **Headteacher**

It is the responsibility of the Headteacher, if he is the last person to leave, to perform the above functions in the absence of the Caretaker. In addition, the Headteacher is responsible for the security of the premises during the school day.

### **Contractors on Site**

For any work that the school wishes to be carried out by a contractor a risk assessment must first be done by the Health and Safety Officer

- Contractors have to follow and therefore must be made aware of the School's rules.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the

school. They must contact the Headteacher. The School expects to be informed of the number of workers who will be on site.

- All contractors must report to the Secretary's office. The Caretaker will then be informed of their arrival if necessary
- Contractors will work under close supervision of the Caretaker or Administration Staff so as not to endanger the health and safety of students or adults in school.
- Contractors are obliged to wear necessary protective equipment for the job in hand. It is assumed the contractor have their own safety equipment but must inform the School at the time of the quote if they wish the School to provide it. If such equipment is not available then they will not be allowed to work.
- Any equipment that contractors bring into school must have been tested for safety and be stored in a safe place away from corridors, classrooms, or any areas used by adults or students.
- No repairs or maintenance can be carried out in areas which students or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the students' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area
- Contractors need to be advised of the Asbestos Plan.
- The School must keep a record of any accidents or near misses.

All work will be monitored by the Health and Safety Officer and any concerns reported to the Headteacher, and the contractor concerned.

### **Competency and Training**

The progression of adequate training is vital to health and safety of all members of staff. The Health and safety Officer supported by the Headteacher and in consultation with staff will identify needs and secure appropriate training.

The HSE states that “for a person to be competent, they need qualifications, experience, and qualities appropriate to their duties.” In reality, only an assessment of the individual can demonstrate competence.

Competent employees are expected to act in manner that is reasonable depending on their levels of knowledge, skills and training.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

### **Screen Equipment and Computer Workstations**

Under The Health and Safety (Display Screen Equipment) Regulations 1992. The School has a duty of care to staff and students. The following standards should apply in school:

The VDU screen must be:

- Easily readable with a stable and clear image
- Free from glare, reflections and flicker
- Capable of swivel and tilt movements, enabling comfortable head position and good posture
- Screen should be at eye level, they should not have to look down.

The workstation:

- Must allow comfortable and easy use of the equipment.

The keyboard must be:

- Separate from the screen and capable of tilting

- Positioned to enable support for the wrists and hands

The desk must:

- Permit flexible arrangement of the equipment and comfortable work-position

The chair must:

- Chairs should be of a height that a workers arm is flat on the surface from elbow to wrist and feet are flat on the floor or a surface such as a small stool

Software must:

- Be suitable for the tasks required
- Be adaptable to the level of knowledge and needs of the user
- Display easily understandable information

If you use display screen equipment for long periods of time, you are entitled to undergo an eye test which must be paid for by the school.

## **Women at Work**

The School will endeavour to provide:

- Adequate and suitable sanitary facilities for the number of staff and students
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

New or expectant mothers:

- Once the school has been informed that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.
- The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.
- Although all employees/pupils should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.
- Pregnant women will not be expected to lift heavy objects.
- The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.
- The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.
- Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights and website link <https://www.gov.uk/working-when-pregnant-your-rights>.

## **Fire Safety Arrangements**

Refer to Fire Safety Policy

## **Reporting of Accident and Incidents**

Refer to First Aid policy

## **Administration of Medication in School**



Refer to First Aid policy

#### **4. Matters for the Attention of Particular Group of Staff**

##### **Supervisors**

All supervisors must:

- Be especially diligent in supervising young or inexperienced workers.
- Stop all running and skylarking.
- Stop the use of boxes, chairs, etc. in place of stepladders.
- Stop the carrying of boxes while climbing.
- Insist on the use of handrails of stairs.
- Stop the wearing of unsafe clothing and footwear.
- See that goods are stacked safely and clear of gangways and fire escape routes.
- See that all guards are in place on machines.
- Watch for wet, oily, slippery or damaged floors.
- Report all unsafe conditions in their area.
- See that all minor injuries receive first-aid treatment.
- Give careful instructions and make certain they are understood.
- Make sure they understand all procedures and regulations on health and safety for work under their control.
- Make sure they record every injury no matter how small.
- Ensure that the contents of the first-aid box are checked regularly.
- Check their area for fire risks at the end of working periods.
- Ensure that any personal protective equipment is worn.
- Should make sure all machines that provide a service to the pupils are in working order.
- Make sure all toilets/showers are in perfect working order.
- Make sure there are no hazardous items in the rooms of pupils.
- Make sure pupils do not stick their heads out the windows.
- Make sure all pupils' rooms are kept neat and tidy by the pupil.

##### **Supervision of Students**

During the formal classes, the health and safety of students is the responsibility of the member of the teaching staff authorized to be in charge. The amount and nature of the supervision required to discharge this responsibility will depend on the degree of potential hazard involved in the work and on the maturity and experience of students. The supervisor must make that assessment and decide upon the level of supervision required.

Teaching staff are reminded that students:

- Need to be provided with the necessary safety instruction and information
- Know and comply with the correct procedures for emergency evacuations, First Aid and the reporting of accidents and incidents.
- Are provided with adequate supervision, where appropriate, to enable the work to be carried out safely.
- Use the appropriate protective equipment, clothing and materials.

- Know the location and type of fire fighting equipment for their appropriate environment and know how to use it.
- Use machinery and equipment with the correct safety precautions in operation.

The supervisor must ensure students are familiar with the action to be taken in the event of a fire and the location of the First Aid box. It would be appropriate for the students to receive this information at the start of each term.

Where a student is undertaking a project, or similar work, it is the responsibility of the member of staff who has assigned the project to inform the student at the start of any potential hazards that might arise during the work.

On some occasions the supervisor may leave a group of students, or a single student working on a project, unsupervised directly by him if, considered in the opinion of that member of staff, it is appropriate to do so in view of the work being carried out and the type of students who are doing it. The supervisor may only leave the class when it is appropriate to do so. On those occasions the supervisor must ensure that all the following requirements are strictly complied with:

- He must remain in the institute premises.
- He must inform an appropriate person or persons of his whereabouts on the premises at all times whilst absent from class.
- He must ensure that the students have been provided with sufficient information, to allow them to work safely.

It should be remembered that some work or processes can inflict serious injuries - Due regard must be taken of this when deciding upon the level of supervision.

Where students are present in situations other than those under control of a supervisor e.g. library or outdoor activities, the responsibility for the health and safety lies with the person in charge of that area of activity.

Should the parent of a student under the age of 16 fail to collect their child at the end of the school day, then the child will remain under the supervision of a responsible member of staff within the premises whilst enquires are made with regard to the parents non-arrival. Student must not leave the premises or the designated area without the supervisor's permission.

There are some areas of the institute that are not to be used by students and to which they are not allowed entry. These are restricted areas and are marked as such. Restricted areas are kept locked when not in use and keys are available only to authorized staff.

## **Kitchen Staff**

Common hazards in kitchen areas includes the following:

- Hot surfaces - danger of burns
- Hot liquids - danger of scalds
- Knives and other cutting tools
- Slippery surfaces - danger of falls
- Fires - especially fat or oil fires
- Heavy loads - danger of strains
- Electrical equipment or sockets - danger of electrocution if mishandled or used with wet hands
- Careful training and awareness of potential hazards can minimize danger.
- Avoid loose sleeves, scarves and ties

- Keep long hair tied back and covered
- Wear clean overalls/clothes
- Do not wear bracelets, dangling earrings (studs are acceptable) or necklaces

### **Office Staff**

All staff and volunteers must:

- Keep stairs, gangways and fire escape routes free from obstructions
- Put cables of telephones, portable electric appliances etc. where they will not trip anyone
- Close filing cabinet drawers after use and have only one drawer open at any time
- Keep articles of clothing and any other combustible materials away from heaters
- Use suitable knives and cutters for cutting paper, board, string and sharpening pencils
- Not carry any load, which is too heavy, and make sure that they can see over any load they are carrying
- Not obstruct access to fire-fighting equipment and make sure they know how to use it
- Switch off all electrical appliances and remove plugs from sockets before leaving work
- Never work on office equipment unless they have been given instructions and trained
- Not stretch or use makeshift platforms when storing materials

### **VDU Operations**

- Have regular eye examinations - you may be entitled to free eye tests, paid for by Age Concern. Further information is available from the Admin Officer.
- Make sure that your work area is well lit and is not subjected to glare, especially on the VDU screen.
- Make sure that an assessment of your station is undertaken in collaboration with you as the operator.
- Read the booklet, which is displayed at your workstation.
- Take regular breaks from working at the VDU.
- Make sure that your workstation is set up so as to minimise strain of eyes, neck, wrists and back. Wrist-rests and footrests are available from the Admin Officer.
- If you have any queries or concerns raise them with your Line manager.

### **Working Dress**

All staff and volunteers must:

- Wear appropriate clothing for the job
- Always keep clothes clean.
- Wear any protective equipment provided.
- Remove finger rings or bracelets when working with machinery.
- Remove contaminated clothing immediately, and wash.
- Wear sensible shoes.
- Dress properly and safely even for a short job.
- Special clothing may be specified for certain staff e.g. kitchen Workers.

### **Housekeeping**

All staff/volunteers must:

- Make sure their work area is kept clean and tidy.

- Clean up after each task.
- Not leave things lying around which others may trip over.
- Not let rubbish accumulate - all rubbish must be put into containers or dustbins.
- Move any obstructions to somewhere safe.

## 5. Other Hazards

### Portable electrical tools

All staff and volunteers must:

- Use only those portable electric appliances, which carry labels showing that safety tests have been carried out. *Refer to a supervisor if in any doubt.*
- Make sure that the casing of any electrical tool is undamaged before use.
- Make sure that all cables, plugs or connectors are sound and properly wired up.
- Use tools only on the correct power as instructed on the maker's label.
- Make sure that the power cable is long enough to reach the working place without straining it.
- Keep power cables off the floor. They may get damaged or trip somebody.
- Never stand on a wet or damp surface when using electrical equipment, and keep the equipment clean and dry.
- Ensure that portable electric tools are only used for their designed purpose.
- Never connect a portable electric tool to a lighting socket.
- Never use worn, blunt or damaged bits or other accessories.
- Disconnect tools when not in use.

### Hand tools

All staff and volunteers must:

- Use the right size spanner to fit any nut
- See that every file has a handle
- Ensure that chisels and punches with mushroomed heads are ground
- Keep hammerheads tightly wedged on their shafts
- Not use tools with split wooden handles
- Keep the edges of cutting tools sharp
- Keep the handles behind cutting edges when working
- Not use screwdrivers on work held in the hand
- Keep hands behind cutting edges when working
- Protect sharp edges of tools that are to be stored or carried
- Scrap tools that are worn or damaged beyond repair
- Always use the correct tool for the job
- Not leave tools lying on the ground
- Make sure they use only spark proof tools when working near inflammable materials
- Use properly insulated tools when working on or with electrical apparatus

### Designated equipment

All equipment is potentially dangerous, but dangers can be minimized with proper training and the exercise of care. Certain items require lengthy training or can be used only by people who have been certified as

competent; examples include power saws, grindstones, slicing machines, and etc. Such items will be referred to as designated equipment and can be used by only named persons who have been trained and have shown themselves to be competent and safe. **No other persons may operate designated equipment in any circumstances**

## **Ladders**

All staff and volunteers must:

- Be sure the ladder, is set on a firm level base
- Make certain that the ladder reaches at least 3ft. 6ins. [1.070m] above landing platform on any scaffolding.
- Not carry loads on ladders
- Not lean sideways on a ladder - instead the ladder should be moored
- Face the ladder when climbing or descending
- Beware of wet, greasy or icy rungs
- Be aware that when carrying a short ladder alone that the ladder must be tilted so that the front is at least seven feet from the ground to avoid hitting people coming round corners

The following is according to advice from the Health and Safety Executive

- Any person under the age of 21 will be sent for ladder training before being allowed to climb ladders in school
- Any person over the age of 21 will be deemed to have the necessary experience to be able to follow the guideline without further training
- Before climbing the ladder check that the ladder itself is in good working order, should any concerns be raised do not climb the ladder
- Any ladder higher than a 5 rung step ladder cannot be used without another person to supervise.
- Before climbing the ladder ask yourself: 'Am I fit to work at height?' before moving on to assess the ladder
- Make sure your belt buckle (or navel) stays within the stiles (vertical sides) to prevent toppling
- When not climbing keep both feet on the same rung throughout and always have three 'points of contact' with the ladder
- Do not carry anything heavier than 22lb
- Only work on a stepladder for 15 to 30 minutes at a time.

## **Eye Protection**

All staff and volunteers must:

- Get trained first aid attention for any eye injury
- Wear or use the eye protection provided in accordance with regulations - this is a legal obligation
- Not go into areas where eye protection is required unless they are wearing protective equipment
- Take care of any eye protective equipment issued to them
- Replace immediately any damaged, lost or unserviceable protective equipment
- Make sure their eye protectors are suitable for them and for the work being done
- Ensure that eye protectors are comfortable to wear and keep them clean
- Keep eye protectors over their eyes and not on their heads or round their necks

**Remember eye protectors are replaceable - eyes are not!!!**

## **Electricity**

All staff and volunteers must:

- Leave electrical repairs to trained staff
- Always check for defective cables, plugs or sockets
- Never overload electrical equipment
- Not fit make shift fuses
- Switch off and disconnect any equipment that sparks or stalls
- Not let cables trail across the floor - use cable covers for where possible
- Not use lighting circuits for portable tools
- Disconnect equipment when not in use, by pulling the plug and not the cable
- Avoid kinking, twisting, binding or crushing cables
- Keep all electrical cables clean and dry
- Not use portable tools near flammable vapours or gases
- Not stand on a wet area when using electrical equipment
- Not use suspected faulty equipment
- Information on electrical safety is displayed on Department Notice Boards

## **Manual handling**

All staff and volunteers must:

- Where possible wear gloves for protection
- Always wear sensible shoes and safety shoes if their work involves carrying heavy loads
- Size up the load and, if necessary, make a trial lift of a few inches
- Not attempt to lift alone any load that is too heavy. Too large or awkward
- Ensure that there are no obstructions in the direction they will be going
- Take up position, feet hip breadth apart, one foot slightly forward pointing in the direction they intend to move
- Bend the knees back muscles should be relaxed
- Get a secure grip of the load
- Lift, keeping the back straight, arms close to body, leg muscles taking the strain
- Step off in direction front foot is pointing and hold the load close to the body
- Not carry a load, which blocks their view
- Lift to a height from the floor in two stages
- Attend training, as directed, in Manual Handling

## **Dangerous substances**

All substances including cleaning materials, which may be hazardous, are kept locked in the store room. In the school laboratories the Science Teacher is responsible for the inventory and storage of hazardous materials. Each chemical has its own COSHH form, from the suppliers which should be consulted before use. When dealing with dangerous substances, staff and volunteers must:

- Only use the smallest amount required of any substance – the more you use the bigger the risk.
- Replace lids and tops on all hazardous substances and store them effectively.
- Ensure that areas in which you are using substances are well ventilated.

- Use personal protective equipment that has been identified to protect you from exposure to substances.
- Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.
- Chemicals checked for suitability where pregnant staff is teaching.
- Employees have a responsibility to comply with all safety instructions when handling hazardous substances.
- Not smoke near it - substances may be flammable
- Not smell it - vapour may be poisonous
- Not drink it - liquid may be poison - the stopper, cork or bung should be replaced after use
- Never add water to acid, always add acid to water
- Be especially careful with bottles with labels missing
- All substances should be treated as dangerous until they are known to be safe

## **6. Violent and Aggressive Behaviour**

Staff and volunteers in regular contact with the pupils may occasionally be subject to verbal abuse - acts of physical violence can be expected to be very rare occurrences. Whilst it is impossible to give advice, which will cover every conceivable situation, training of staff likely to be at risk and appropriate patterns of work will be helpful in minimising potential dangers arising from aggressive or violent behaviour.

- Principal and Headteacher should give consideration to the potential risks to their staff and should encourage discussion about ways of minimising these risks.
- Staff threatened with aggressive behaviour should try to remain calm and polite and should take all threats of violence seriously.
- All threats or acts of violence, no matter how trivial, must be reported - in the first instance to the appropriate supervisor who should in turn make a report to the Principal/Headteacher.

It is assumed that before the situations below have developed teachers have tried all the useful ploys they have developed during their careers as teachers. The teacher is the ADULT in all the interactions below, and to a certain extent this implies extra responsibility.

### **When an extreme "situation" had developed**

- Do not touch the pupil
- Step back or away
- Give directions from a distance
- Have a desk between you and the young person
- Do not stand in doorways or confined spaces
- Busy yourself with a good pupil or paper work

### **In classroom or corridor**

- Use no force to remove a pupil
- Aggressive verbal attacks and sarcasm should not be used
- Stabbing, pushing, prodding, gripping should not be used
- Stand away from the pupil
- Keep hands low
- Speak clearly and slowly, avoid shouting
- Obtain an adult witness (and/or call for assistance)
- State your expectations clearly. Be positive if you can
- Don't rush to assert your authority it will be asserted in due course.
- Don't do anything in the meantime to lessen the chances of your assertion later

# **Appendix A: Guidance notes on infectious diseases**

These notes are designed for all members of staff who come into contact with other staff, students and other members of the school community during the course of their job. Infectious diseases can be transmitted from one person to another in a number of ways:

## **1. Direct skin to skin contact**

This is very unusual, as the majority of infections cannot penetrate skin if there is no open wound. An example of an infection that can spread in this way is Scabies. Infections, which do not spread in this way, are AIDS, Hepatitis B and Tuberculosis.

## **2. Swallowing contaminated material**

This method is used by most infections of the gut, for example, food poisoning and typhoid. Other infections including AIDS and Hepatitis B cannot be caught this way as the acid in the stomach destroys them.

## **3. Droplets in the air**

Another unusual way of transmission used by common diseases such as measles, the common cold and influenza but not by more serious conditions such as AIDS.

## **4. Sexual intercourse**

Venereal diseases such as syphilis, gonorrhoea, AIDS and Hepatitis.

## **5. Blood to blood transmission**

Used by a small number of infections, often diseases that can also be transmitted sexually, e.g. AIDS.

## **6. Vertical transmission from a pregnant mother to her child**

Often another method used by sexually transmitted or blood-to-blood infections, e.g. AIDS or syphilis but also used by some common viral infections such as German measles.

## **General strategies for control of cross infection**

Infection will not spread if transmission from one individual to another is prevented. There is a range of strategies, depending on the nature of the infection. Most are obvious when the infection in which the organism is transmitted is understood. Some strategies, e.g. sterilisation of water or vaccination are general measures and are beyond the control of teachers.

### **1. Hand washing**

This is the single most important measure. Diseases that are spread by direct skin contact or by contaminated material can be prevented by vigorous attention to personal hygiene. Hands should always be washed after any personal care is provided for any other individual whether or not infection is suspected. This should be standard practice. If gloves are used, it is important to realise that, when these are removed, hands may be contaminated and hands should always be washed after glove removal. Ordinary soap and water is quite adequate and hands should be dried on a clean towel. If washing facilities are not available, then an alcoholic skin rub can be used.

### **2. Treatment of minor wounds and abrasions**

Staff should always cover cuts or grazes with a waterproof plaster to protect themselves and the clients. Individuals with severe eczema or other weeping skin lesions should not be providing any personal care for others.



### **3. Protective clothing**

This is virtually never required to prevent infection, although it may be used in very dirty premises to protect clothing. All clothes can be washed in the normal way.

### **4. Isolation**

Isolation can serve a number of purposes

- 4.1. Where a disease is highly infectious and dangerous, isolation will protect both staff and patients. Very few diseases fall into this category and individuals would always be nurses in hospitals.
- 4.2. To protect others, vulnerable patients, particularly from infections transmitted from the hands of attendants. This is the most common form of isolation and may only be necessary when the sufferer is in hospital. In the community, where the population is fitter, precautions are not usually needed provided staff wash their hands.
- 4.3. Protective isolation when an individual has depressed resistance to infection and is at risk from germs carried by staff and other patients. This is the only type of isolation needed by AIDS patients.

### **5. Cleaning of body fluids, i.e. urine, faeces, vomits and blood: toilets etc**

All body fluids should be cleaned up as soon as possible after spillage, preferably using plastic gloves (washing up will do) though this is not essential. If blood has been spilt, a 1 in 10 dilution of household bleach should always be used to protect against hepatitis B and AIDS. In general, the task is more unpleasant than a risk. Obviously, hands should always be washed after handling such materials.

### **6. Disposal of excreta and soiled materials**

A flush toilet is ideal for disposing of faeces and urine and should be used whenever possible. Infected materials, for example dressing, may need special collection. All other waste should be wrapped up and disposed of in the dustbin.

### **7. Preparation of food**

Hands should always be washed before handling food and after visiting the toilet. Individuals with diarrhoea or vomiting should not prepare or handle food for other people.

### **8. Disinfection**

Normal household disinfectants should be used.

## **Food poisoning & other diarrhoeal diseases**

There are a wide range of germs that can cause diarrhoea and vomiting. Swallowing contaminated material spreads them all. This may be in food contaminated at source or contaminated during preparation by dirty hands. It may also be from hands, which have cleared diarrhoea but have not been washed before touching other objects. The majority of individuals present a minimal risk of infecting others. Particular risks to others are:

1. People who handle and prepare food for other people
2. Supervisors working with children
3. Small children (under 5) who are attending nurseries or play groups
4. Individuals in institutions where personal hygiene may be poor, for example, the mentally ill or the mentally handicapped

Special precautions:

1. No one with diarrhoea should provide care for others. Once stools are formed, the majority of the people can return to work.
2. Individuals in the four high-risk groups above should be excluded from work or the institution and the episode should be notified to the appropriate Environmental Health Department. The Environmental Health Officers will advise on sampling and when an individual can return to work, in consultation with the SCM Environmental Health (see contact points.)
3. The general precautions outlined above are sufficient to prevent spread. Scrupulous attention to hand washing is essential. In institutions, toilet seats, flush handles, wash basin taps and toilet door and handles should be cleaned down with disinfectant at least once a day.

## **Scabies**

This infection is caused by a small insect, which lives under the skin and causes intense itching. The condition is not serious, although on occasions other germs may infect the lesions. The infection infects people with good hygiene levels as well as those with poor hygiene. It is spread by direct skin-to-skin contact. Bedclothes can only transmit infection if someone gets into a warm bed as soon as the infected person leaves it.

Precaution:

The standard hygiene precautions will reduce spread.

Special precautions and treatment:

1. Treatment involves use of a lotion spread over the whole body, usually on one occasion. Itching may last for two weeks after a successful treatment. Family members or close contacts should be treated at the same time.
2. A single infected person should be isolated for 24 hours after treatment.
3. If a large number of people in a residential setting are infected, then coordinated treatment is necessary. The SCM Environmental Health should be informed. They will usually arrange for residents, staff and contacts to be treated at the same time.
4. Clothes and bedclothes should be laundered in the normal way after the individual is treated. This will not prevent re-infection, as the insect cannot live in clothes, but is reassuring for everyone.

## **Lice**

There are a number of different types of lice, which infect different parts of the body, for example, the scalp or the pubic hair. All the different types are spread by direct skin-to-skin or hair-to-hair contact and not through clothes, etc. They like clean hair as much as dirty hair and infection is not evidence of poor hygiene.

Treatment is by use of an appropriate lotion that can be prescribed by a general practitioner, or in the case of children, provided by the school nurse.

## **Fleas**

These insects cause irritating bites. The human flea is very rare in this country and the majority of problems are caused by animal fleas, particularly cat, dog and bird fleas. The adult flea spends most of its life off the animals it infects, and thus can infect carpets etc. infestation can be difficult to resolve when animals are present as re-infection is very common.

Special precautions:

If a school is infested, the appropriate Environmental Health Department should be contacted. Animals should be treated with appropriate de-flea powder or shampoo.

## **Appendix B: Acquired Immune Deficiency Syndrome (AIDS)**

This advice note has been prepared for the staff of schools to answer some of the general enquires that have been made regarding AIDS. Additional advice has been prepared to reassure staff about the significance of AIDS and their job.

### **What is -AIDS?**

AIDS stands for Acquired Immune Deficiency Syndrome. It is a condition, which may arise after the body becomes infected with a virus known as HIV. This virus can attack the body's defence mechanism leaving the person at risk from other infections. It is these other infections (in particular a type of lung infection and a rare form of skin cancer), which are the cause of death.

### **How serious is AIDS?**

At present there is no cure for AIDS and neither is there any vaccine to prevent it. At least 30% of the people who become infected with HIV go on to developing AIDS within 5 years and everyone who develops AIDS dies within three years. Everyone who is infected with HIV can pass it on even if they are quite well.

#### **1. How is it caught?**

HIV is caught through: Sexual intercourse with an infected person Sharing needles and syringes with an infected person (This is danger to people who inject drugs). At one time it was transmitted medically through blood and blood products. This risk is now reduced as all blood donations are tested and all blood products are specially treated.

#### **2. How it is not caught?**

HIV is not transmitted through everyday social contact in the family, at school or at work. It cannot be passed on by shaking hands, sharing glasses, knives and forks, sharing toilets or in swimming pools. Blood donors run no risk when donating blood.

#### **3. The spread of AIDS**

The number of people developing AIDS is doubling approximately every 10 months. Preventing the spread of AIDS depends almost entirely on our personal life styles. Apart from drug abusers, it is spread almost entirely by sexual Intercourse between carriers and their partners.

## **Remember**

It is not a condition restricted to homosexuals. The virus is also passed on during sexual intercourse between a man and a woman if one of the couple is infected. It is safest to confine yourself to sexual intercourse with one faithful partner. If you do have intercourse with anyone else, always use a condom/sheath to reduce the risk of infection. Most people who are infected with the virus do not even know it. They may look and feel completely well.

## **Further Personal and Job Advice**

If you want to know more about AIDS or are concerned that you may have the virus, confidential enquires can be made to you GP. If you wish for additional advice regarding AIDS or any other infections and your job you should contact the Health and Safety Officer / Headteacher