



Darul Uloom London School

HEALTH AND SAFETY POLICY

Last Reviewed: Monday, 1st September 2025
Next Review: Tuesday, 1st September 2026

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

It is the policy of the School to promote standards of Health and Safety (H&S) at work that will ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, students and visitors to the school premises. In particular, the School will:

- Provide and maintain safe and healthy working conditions considering all relevant H&S legislation.
- To identify the hazards to employees, students and others affected by work, through risk assessments, and to eliminate or control the attendant risks adequately.
- Take all reasonably practicable steps to ensure H&S is taken into account in the design, construction, operation and maintenance of systems of work and premises.
- To provide employees with appropriate information, instruction and training to ensure that they are competent to do their work. Adequate supervision will be provided to ensure students remain in a safe environment.
- Maintain a high level of awareness in H&S matters applicable to School activities, in particular by consulting and involving employees at all levels.
- To work, through continuous improvement, to prevent accidents and work-related ill-health.
- Provide adequate resources in terms of personnel, facilities and finances to meet the aims of the policy.
- By maintaining the H&S function as an integral part of operational management.
- We accept all applicants regardless of disability, ethnicity, and agenda. However, where a point has specific SEN/SEND behaviour or emotional needs, the school will develop an individual robust welfare plan in partnership with all stake holders

Whilst the School accepts responsibility for the overall effectiveness of the Policy, the successful implementation of this Policy requires all staff to fully accept their H&S responsibilities.

The board of Trustees is responsible for the oversight of health and safety procedures.

Responsibility for execution of this Policy rests firstly with the Principal/Head teacher then with the H&S coordinator and Head of Administration and Facilities who is accountable for specifying the organisational arrangements and procedures for H&S throughout the organisation, and ultimately with the Principal and Trustees who are legally responsible for students' welfare, health and safety.

Employees & students have a personal responsibility to ensure that nothing is done to endanger themselves or others whilst at work, to provide management with full co-operation and support, not to interfere with or misuse anything provided for safety reasons, and to comply with Safe Working Procedures and H&S Legislation.

This Policy will be reviewed as and when any significant change takes place, or every 12-month.

This policy has regards to: DfE Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies and HSE School trips and outdoor learning activities: Tackling the health and safety myths.

2. HEALTH AND SAFETY RESPONSIBILITIES

This section identifies the area and level of responsibility for implementing the H&S Policy. Any employee or student who is guilty of wilful unsafe acts will be liable to disciplinary procedures. It should also be noted that reckless behaviour could lead to prosecution by the enforcing authorities under the Health and Safety at Work etc. Act 1974.

2.1 Principal

The Principal/Head teacher (or he will hold the Assistant Head to account) will report back to the trustees.

2.2 Assistant Head

The ultimate responsibility for the implementation of the Policy and adherence to the requirements of relevant H&S legislation rests with the Principal/Head Teacher, who will ensure that sufficient resources are available to achieve these objectives.

To assist them in the above, the Board of Trustees have appointed a H&S Co-ordinator with specific duties and responsibilities for H&S matters.

The Principal/Head Teacher is particularly responsible for ensuring that:

- The School H&S Policy is maintained and is available for all staff.
- An appropriate organisation structure, with clear lines of responsibility, exists to complement the Policy.
- Adequate resources in terms of personnel, facilities, time, training and finance are available to meet the aims of the Policy.
- There is an effective programme of H&S training, instruction and supervision.
- There is good communication on H&S matters throughout the School.
- Occupational H&S issues are included on the agenda at Management and Staff meetings.
- Ensure that a H&S rules and safe working procedures for the school have been developed and implemented;

2.3 H&S Co-ordinator

The H&S Co-ordinator is responsible to the Principal and has a duty to:

- Provide information on the impact of new H&S legislation on the organisation.
- Ensure risk assessments are carried out for the identification and control of hazards.
- Assist the Principal in implementing remedial measures to reduce or eliminate acts or conditions which are contra to the Policy.
- Provide H&S advice and information to enable all levels within the organisation to discharge their responsibilities.
- Assist the Principal to ensure that the equipment and materials for use at the premises are suitable for their intended purpose, safe to use and without risk to health.
- Ensure compliance with established rules and safe working procedures.

- Arrange appropriate H&S information and training for employees and to keep all relevant training records.
- Raise H&S awareness across the School.
- Ensure that all RIDDOR Reportable accidents are fully investigated and make appropriate recommendations to prevent reoccurrence of similar incidents.
- Ensure appropriate improvements are implemented to prevent reoccurrence of incidents.
- Ensure that all RIDDOR Reportable accidents are reported to the Incident Contact Centre by the appropriate means. Ensure that the Principal is informed of all the RIDDOR Reportable accidents.
- Ensure that the Safe Working Procedures are reviewed and kept up-to-date for all the activities on their site.

2.4 Head of Facilities

The HoF should:

- Read and understand the H&S Policy.
- Ensure all their staff have read and understood the H&S Policy.
- Ensure compliance with H&S rules and safe working procedures.
- Work with the H&S co-ordinator to introduce corrective measures to reduce or eliminate acts or conditions which are contrary to the Policy.
- Ensure that risk assessments have been undertaken and appropriate improvements implemented for their areas of responsibility.
- Ensure that their staff and students are provided with adequate information, instruction, training and supervision in order for them to perform their work safely.
- Ensure that employees and students understand the relevant H&S procedures, e.g. fire drills, first aid, use of electrical equipment, etc.
- Monitor the performance of their employees and students to ensure that they fulfil their responsibilities for H&S.
- Take reasonable care of their own H&S and set a good example to employees, students and others by using the appropriate H&S procedures and equipment.
- Ensure good housekeeping standards are obtained and maintained within their area of responsibility.
- Ensure that any H&S matters raised by their employees and students are discussed and any relevant action taken.
- Ensure H&S is considered prior to purchasing any new work equipment. The impact of new work equipment should be discussed with the Principal and the H&S Co-ordinator prior to purchasing.
- Ensure that equipment and materials by their staff are suitable for their intended purpose, safe to use and without risk to health.
- Ensure that adequate H&S information is obtained with the purchased items and that this information is provided to the H&S Co-ordinator and/or other relevant employees in order for them to perform their work safely.
- Assist in investigations and implementation of any new controls.
- Ensure that security measures are in place and robust.

2.5 Employees

Individual employees have a duty to look after their own wellbeing but are equally responsible for the H&S of others that may be affected by their behaviour at work.

They have a specific duty to:

- Read and understand the H&S Policy and carry out work in accordance with the Safe Working Procedures so as not to endanger themselves or any person who may be affected by their activities.
- Co-operate with the School in following safe systems of work and using the appropriate controls provided.
- Use equipment and materials and enter only those areas for which they are authorised.
- Report any defects in equipment to their Department Head and/or H&S Co-ordinator.
- Not to misuse or interfere with safety equipment or safety devices.
- To know the location of first-aid facilities and the first-aiders.
- To know their role in the evacuation procedures in the event of a fire or any other emergencies.
- Report accidents, incidents and dangerous occurrences promptly and co-operate in their investigation.
- Report any accident or damage, to the H&S Co-ordinator.
- Set a good example and encourage colleagues and students to adopt a positive approach to safety.
- Ensure work areas are maintained in a clean and tidy condition and passageways, fire escape routes and fire exits are kept clear.

2.6 Students

Students have a duty to look after their own wellbeing but are equally responsible for the H&S of others that may be affected by their behaviour at work.

They have a specific duty to:

- Undertake activities in accordance with instructions and/or Safe Working Procedures so as not to endanger themselves or others who may be affected by their actions.
- Co-operate with the School in following safe systems of work and using the appropriate controls provided.
- Use equipment and materials as instructed and not to enter any areas that they are not authorised.
- Report any defects in equipment, furniture and premises to their teacher, Housemaster or Principal.
- Not to misuse or interfere with safety equipment or safety devices including safety signs.
- To know the evacuation procedures in the event of a fire or any other emergencies.
- Report accidents, incidents and dangerous occurrences promptly and co-operate in their investigation.
- Report any accident or damage, however minor, to their teacher, Housemaster or Principal.
- Set a good example and encourage other students to adopt a positive approach to safety.
- Ensure their living accommodation and other areas used by them are kept clean and tidy.
- Ensure that they do not obstruct any fire escape routes or fire exits.

3. H&S Arrangements

3.1 Risk Assessments and Safe Working Procedures

A risk assessment is a means of analysing the risk in any activity and identifying ways of eliminating or reducing the risks involved.

Risk Assessments will be carried out on all work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999 and a Risk Assessment Policy are in place.

Information and training will be provided for those required to undertake risk assessments. During the risk assessment process, employees will be involved in order to ensure that all relevant information is obtained.

All risk assessment will be held on the computer with hard copies kept in the Risk Assessment file for reference.

- a. The Assessment will establish the following:
- b. The Hazards associated with a particular activity.
- c. The Potential Frequency and Severity of an accident.
- d. The Control Measures being employed to minimise the risk of an accident occurring.
- e. Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the appropriate member of staff or the Health and Safety Officer with assistance from other personnel as required.

3.2 Emergency Control

i) Fire Evacuation

In the event of fire, the first person noticing smoke or flames should:

- Activate the fire alarm by breaking the 'fire break glass point'.
- All employees, students and visitors should leave the building by the nearest 'Fire Exit'.
- Assemble at Fire Assembly Point, appropriate group.
- The staff (Most senior) will call the Fire Brigade.
- The H&S Co-ordinator/Housemaster/SLT will take a roll call.
- The H&S Co-ordinator /Head Housemaster/SLT will work with the Police and Emergency Services to ensure that the evacuation and any clearance and re-admission procedures advised by the Police or Emergency Services are effectively implemented.
- Re-admission into the building must only take place once the H&S Co-ordinator /Head Housemaster/SLT have obtained clearance from the Emergency Services.
- All will be verbally informed to re-entry the building.

All Fire evacuations, including false alarms, will be recorded in a Fire Log Book.

ii) Fire Alarm System:

- The fire alarm system will be tested on a regular basis, i.e. one call point in turn each week, and details are recorded in the Fire Log Book.
- The system will be serviced on an annual basis and the details recorded in the Fire Log Book.

iii) Fire Fighting Equipment

- The correct type of fire extinguishers will be available at the workplace. Where appropriate, these shall be wall-mounted or in extinguisher holders at fire points.
- These will be inspected monthly and serviced annually under contract with a specialist contractor.
- Records will be kept in the Fire Log Book.
- Smoking is not allowed anywhere on site/premises.

iv) Emergency Lighting

Emergency lighting will be provided in areas where deemed necessary by the Fire risk assessment. Where emergency lighting is provided, it will be tested on a regular basis and details are recorded in the Fire Log Book, i.e.

- LED indicators are inspected weekly to ensure that the system is functioning correctly;
- Lamps are tested once per month for correct operation, twice annually for a third of the rated duration. It is tested for its full rated discharge (3-hours) after 3-years from installation and then subsequently annually.

3.3 First Aid

- First Aid boxes appropriate to the number of persons at the school (employed and studying) will be provided and maintained at designated positions.
- The names of trained First Aiders will be displayed on the notice board.
- The First Aid kits will be kept under the control of the First Aiders.
- The appointed First Aider will examine any injury to an employee, however slight, and any appropriate treatment administered. Details of treatment will be entered in the Accident Book or Incident/accident report form.
- No person other than the First Aider will administer First Aid.
- No person, including the First Aider, will administer analgesics or other medical preparations. Such preparations must not be kept in the First Aid box.
- All head injuries – parents to be informed straight away.
- The appointed person will check the contents of the First Aid box at least once a month and replenish it to the required standard.
- Rapid or unexpected depletion of the contents should, however, be replenished forthwith.

3.4 Accident Reporting and Investigation Procedures

The School policy for the reporting of incidents and dangerous occurrences is as follows:

- All accidents, however minor, must be reported to the First Aider.
- Those injuries that cannot be treated on site will be referred to the local A&E Unit, or to their doctor.
- A complete record of the incident and injury must be entered in the Accident Book. Personal details will be removed from the accident book and kept in a confidential file.
- Employees must report dangerous occurrences as defined by RIDDOR, to the Department Head or the Principal and they in turn should then inform the H&S Co-ordinator.

- For incidents that are RIDDOR Reportable or where a person has been taken to hospital, an investigation should be carried out by the H&S Co-ordinator using the Accident Report form. Effort should be made to try to identify the underlying cause of the accident. Where possible witness statements should be sought and sketches of the area in which the accident occurred should be included.
- RIDDOR Reportable incidents and Dangerous Occurrences will be reported to the Incident Reporting Centre by the H&S Co-ordinator, and in his absence the Principal. The reporting media will be dependent on the seriousness of the incident.
- All reportable incidents will be submitted online through the Health and Safety Executive (HSE) website.

3.5 Consultation with Employees

The importance and benefits of a co-operative approach to H&S in the workplace is well known. The H&S Co-ordinator will ensure that the employees are consulted on H&S matters. For employees who do not understand/speak English, the School will use other employees to act as interpreters in discussions.

The School will consult with all employees, directly and in good time, on matters such as:

- Introduction of any measure that may substantially affect the H&S of employees and/or students;
- Arrangements for nominating 'Competent persons'.
- Statutory H&S information;
- H&S training;
- H&S consequences of new technologies in the workplace.
- Implementation of new H&S procedures.

3.6 Training

The H&S Co-ordinator/Principal will ensure that every new employee receives initial induction training including H&S information.

In addition to the induction training, the H&S Co-ordinator will identify any specific training that the new employee(s) may require. Having identified such training needs, the H&S Co-ordinator will advise the Principal.

The H&S Co-ordinator/Principal will make the necessary arrangement for training to be provided by a competent and experienced person or organisation.

The H&S Co-ordinator/Principal will, likewise, identify the specific training needs of existing employees and make similar necessary arrangements.

The H&S Co-ordinator/ Principal will be responsible for monitoring the performance of employees and for identifying any need for further, refresher, or different training.

The H&S Co-ordinator/ Principal will ensure that appropriate training records are kept, ensuring that the records contain such details as employee's name, type of training provided, name of trainer, date of training.

In those cases where employees are required to be specifically authorised to undertake certain activities, the Principal shall be responsible for authorising them in writing and details kept on their personnel files.

3.7 Record Keeping

The School will keep and maintain the necessary records and assessments to ensure that it achieves its H&S objectives. Records appropriate to their needs will be kept for future reference.

The H&S Co-ordinator/ Principal will be responsible for ensuring that the appropriate records are available and up to date. All the relevant records will be kept in the H&S File.

3.8 Equipment Safety

The H&S Co-ordinator will ensure that equipment known to present particular hazards is only operated by a person trained and authorised (in writing) to do so.

Persons who are being trained must be under the direct supervision of a trained and competent person.

The operative must ensure that appropriate controls are used at all times when the equipment is operated, e.g. guards, PPE, etc.

The operative will report any defects in the controls provided, actual or suspected, to the Principal who will take the appropriate action forthwith.

The H&S Co-ordinator will, in the normal course of his duties, ensure that the operator is using the controls provided and that the operative checking that the controls are in good working order.

Cleaning of powered machinery will only be undertaken when the power source for the machine is not operating or, in the case of electric machines, has been positively isolated from the source of supply.

3.9 Display Screen Equipment

“Habitual users” will be identified, i.e. those who carry out Display Screen Equipment (DSE) for 2-hours or more each day, and their workstations assessed. The School have arrangements for eyesight testing, and where appropriate, ‘basic frame’ glasses will be provided, or an equivalent sum of money provided towards more expensive glasses.

3.10 Control of Substances Hazardous to Health (COSHH)

The School will obtain Material Safety Data Sheets (MSDS) when purchasing hazardous substances. The health risks will be assessed, and action taken to eliminate or effectively control them.

Employees (and contractors where appropriate) will be made aware of the COSHH assessments, which are kept in the Risk Assessment Manual, and in particular of those which affect their work.

The COSHH assessments may highlight the need for personal protective equipment, e.g. protective gloves. In such cases the equipment will be provided by the School, regularly checked by H&S Co-ordinator to ensure that it is being maintained properly and used by employees as directed in the relevant assessment.

3.11 Manual Handling Operations

The most frequent manual handling injuries are those affecting the back, neck, shoulders and arms. Often relatively simple movements of the body and arms cause these injuries; for example, stretching across a desk to pick up a file or filling/emptying crates. Employees can reduce the risk of these injuries by using the controls provided, including adopting the correct manual handling techniques.

Manual handling assessments will be carried out for significant risks and records kept in the Risk Assessment Manual. Employees carrying out work activities involving significant levels of manual handling will be provided with appropriate mechanical handling equipment and training on 'correct manual handling techniques'.

3.12 Electrical Equipment (General Guidelines)

i) Portable Appliances:

All portable electrical appliances at the premises will be tested on an annual basis to ensure that they remain in good working order. A register of appliances will be kept at the premises. The items tested will show a label indicating the date of test and re-test.

No portable electrical appliance can be brought into the premises, for business or personal use, without it being checked first by a qualified electrician/pat tester to ensure that it is safe, and in particular that the plug is properly wired and the correct fuse is used.

Repairs of electrical appliances will be carried out by qualified electricians. No unauthorised person shall attempt to carry out any repairs to an electrical appliance either fixed or portable.

ii) Fixed electrical installation

The fixed electrical installation at the premises will be maintained in good working order. The condition of the installation will be inspected and/or tested on a regular basis, as advised by a qualified electrician.

Documentation of any fixed electrical installation testing will be kept in the relevant file for future reference.

3.13 Workplace Safety and Welfare

The School will ensure that all its premises remain safe and do not cause any risk of injury. In order to achieve this, formal monthly H&S inspections will be undertaken and back-up by daily informal inspections by the staff.

These Regulations support our Policy to protect the H&S of employees, students and visitors to the School and to ensure that adequate welfare facilities are provided.

3.14 Personal Protective Equipment

The School shall ensure that suitable personal protective equipment is provided to their employees who may be exposed to a risk to their health or safety while at work. Except where and to an extent that such risk has been adequately controlled by other means that are equally or more effective.

The School will consider personal protective equipment as a last resort or as an interim solution to a risk of exposure, pending control by engineering or other means.

3.15 Outdoor Visits/Trips

Any teacher planning to organise a day trip during class time, must first inform the Principal and the Head teacher of the intended date in advance of the proposed date. The trip must be approved by the Principal.

Students who have a history of inappropriate behaviour may be excluded from day trips as per the behaviour policy

On each off-site visit, there must be at least one member of staff with first aid training and staff must take a first aid kit with them.

Staff must be aware of the medical needs of pupils and staff, and the visit leader must ensure that all have the necessary medication with them.

On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling, in accordance with criteria agreed by the SLT in advance. This ratio will vary depending on the nature of the trip and the age of the students traveling and will be indicated on the risk assessments.

Students going on any trip during normal class hours are not required to have written consent from parents. Parents will be notified in advance via phone/letter in advance of any outdoor visits/trips whereby they will have the opportunity to withdraw their child from any particular school trip or activity.

All students going on any trip outside normal class hours must return permission forms signed by parents/guardians to the teacher-in-charge, before the outing takes place. Students who have not returned permission forms may not participate in the trip. Supplies of the permission forms are available from the school office.

The organising teacher must keep a careful note of any monies paid by students for the trip and issue receipts for same. Monies should be handed in to the school office with a completed lodgement form (available from the Office). Staffs are asked to ensure costings cover the entire cost of the proposed trip.

An Accident /Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip.

3.16 Management of Asbestos

The school does not hold any asbestos in the premises. Asbestos inspection will be carried out if there is any indication or possible traces.

3.17 Legionella

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anyone. It is caused by the bacterium Legionella Pneumophila and other related bacteria. It is normally contracted by inhaling the bacterium that can be found in tiny droplets of water (aerosols) which are contaminated by Legionella. All reasonable steps will be taken to identify potential legionella hazards within the School's control and to prevent or minimise the risk of exposure to such hazards.

The School ensures regular inspection and maintenance of water systems to reduce the potential of exposure to Legionella bacterium.

i) Water Sampling

An accredited Water Consultant will annually conduct the sampling and analysis of the School's water supplies.

ii) Drinking water

All drinking water supplies are from mains fed sources and marked as such around the school by a small green square sign showing a pictorial tap and cup with the legend – drinking water. Those not marked are non-drinking water supplies and will normally be fed from a tank.

3.18 School Security

The Trustees will ensure that any perimeter fencing and gates are suitable and sufficient and kept in good repair. They will also ensure that all doors and windows can be secured and kept in good repair.

The Trustees will seek regular advice on the installation and the appropriateness of electrical security devices and provide this form of security where appropriate, subject to cost effectiveness and financial constraint.

i) CCTV

The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff and to prevent bullying, vandalism and theft. Essentially it is used for:

- The prevention, investigation and detection of crime.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- Safeguarding public, pupil and staff safety.
- Monitoring the security of the site.

The school does not use the CCTV system for covert monitoring. The school's CCTV system is used solely for purposes(s) identified above and is not used to routinely monitor staff conduct. Cameras are located in those areas where the school has identified a need and where other solutions are ineffective.

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Access to live images is restricted to the CCTV operator (The Principal) unless the monitor displays a scene which is in plain sight from the monitored location. Recorded images can only be viewed in a restricted area by approved staff. The recorded images are viewed only when there is suspected criminal activity and not for routine monitoring of

pupils, staff or visitors unless the camera(s) are installed to monitor the safe movement of persons through a designated area e.g. corridors (these areas will be identifiable by clear signs).

The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purposes will be retained in a locked area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

Neither the Data Protection legislation nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

Under the Data Protection Act the school is required to notify pupils, public and staff where cameras have been installed and for what purpose the images captured on them are being used for. There will be posters on site to elucidate this. The responsible person for the CCTV images, decides what is recorded, how images are used and who they should be disclosed to. This is done in accordance to legislation.

ii) Visitors

Upon arrival, all visitors must report to the reception. Visitors will be required to read the 'Notice for Visitors' Information sheet (see Appendix 4) and sign in/out.

3.19 Violence and Aggression

The school operates a zero-tolerance policy. If any members of staff are a victim of violence or aggression, then they must report it to their Head of Department immediately.

Staff should not respond to any violence or aggression with violence or aggression as this will only escalate matters. By maintaining a calm but assertive approach, you will remain in control.

If any staffs are to meet a parent who is known for their aggressive tendencies, should ensure that they are accompanied by another member of staff.

3.20 Work-related stress

If any member of staff thinks they are suffering from stress then they should speak to their HOD in the first instance then to their GP. They may also wish to follow the following guidelines:

- Try to avoid eating on the run or avoiding meals altogether.
- Taking care of yourself physically will enable you to deal with stress related problems more efficiently.
- A balanced diet, moderate exercise and adequate sleep will all help.
- Do not be embarrassed to seek professional help.

3.21 Workplace safety for teachers, pupils and visitors

There is a requirement under the Workplace (Health, Safety and Welfare) Regulations 1992 to provide a safe working environment without risks to health and is adequate in regards to facilities and arrangements for welfare at work.

The significant areas of concern with regards to office accommodation and teaching areas will include adequate heating and ventilation.

Sufficient lighting should be achieved, where possible, by means of windows and natural light. Various lighting levels are recommended of between 500 lux and 1,000 lux, particularly where there is reliance on artificial lighting. The use of display screen equipment may favour reduced levels of lighting to minimise adverse effects of reflected glare.

Additional welfare considerations will include the provision of suitable and sufficient sanitary conveniences and washbasins, with hot and cold water, soap and towels.

Teachers, pupils or visitors, unless authorised, should not enter any electrical room, electric risers or other similar areas. These should be kept locked at all times.

If any staff or pupils should have any concerns relating to the general working environment should, in the first instance, contact their Heads of Department whose responsibility it is to ensure that safe and healthy conditions are maintained. Visitors will contact the member of staff whom they are visiting.

3.22 Slips and Trips

Slips and trips are an unfortunate occurrence of day to day life. The school will significantly reduce the risk by maintaining good 'housekeeping' which will be recorded in a daily cleaning schedule.

By taking a few simple precautions, one can also assist in reducing the risk significantly;

- Make sure you know what to do with spillages.
- Make sure that leaks are reported as soon as they are identified.
- Play your part in cleaning regimes and schedules.
- Keep work area tidy.
- Choose appropriate footwear for tasks you are undertaking or area in which you are working.
- Check that floor surfaces are in good condition and report defects.

3.23 Work at height

The following is according to advice from the HSE in relations to the use of ladders.

- 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 onto assessing 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 (approx. 10kg).
- Only work on a stepladder for 15 – 30 minutes at a time.

3.24 Managing Contractors

For any work that the school wishes to be carried out by a contractor, a risk assessment must be carried out by a member of the maintenance staff. Contractors have to follow and therefore must be made aware of the school's rules.

Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact the HoM (Head of Maintenance) and inform him of the number of workers who will be on site. All contractors must report to reception upon arrival and the HoM will be informed of their arrival.

Contractors will work under close supervision of the maintenance staff so as not to endanger the health and safety of students or adults in the school.

Contractors are obliged to wear necessary protective equipment for the job at hand. It is assumed the contractor has their own safety equipment but must inform the school at the time of 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 the contractors bring into the school must have been tested for safety and stored in a safe place away from corridors, classrooms or any areas used by adults or students.

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.

3.25 H&S Monitoring and Review

Reports on H&S performance will be a regular item at the SMT's monthly meetings, and the Trustees termly meetings. This way the Trustees will evaluate the effectiveness of the H&S procedures. Such reports will include significant accident statistics, the effectiveness of the H&S procedures, and performance as measured during audits, and enforcement action.

Any Audits undertaken may cover overall operation and compliance or may look at the specific workings or elements of the H&S Policy.

Any requests for amendment to the H&S Policy should be brought to the notice of the H&S Co-ordinator.

APPENDIX 1

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

WHAT MUST BE REPORTED?

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

TYPES OF REPORTABLE INJURY

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

REPORTABLE OCCUPATIONAL DISEASES

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

REPORTABLE DANGEROUS OCCURRENCES

Dangerous occurrences are certain, specified 'near miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.).

For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

CONTACT DETAILS FOR REPORTING ACCIDENTS

Telephone:	0845 300 9923
Online Reports:	https://www.hse.gov.uk/riddor/

APPENDIX HEALTH AND SAFETY RESPONSIBILITIES

Trustees

Overall responsibility for

Principal

Will hold GM to account & report back to the Trustees.

General Manager

Responsible for specifying the organisational arrangements and procedures for H&S throughout the school.

H&S Co-ordinator

Day to day co-ordination of H&S systems & procedures.

HFM and/or SMT

Safety/Welfare of staff and students.
Communicating the safe system and procedures in place to their staff and ensuring compliance.

Teaching Staff

Non-Teaching Staff

Contractors & Maintenance Staff

Compliance/Procedures/Safe systems of work

Responsible For:

- Own safety
- Students safety
- Being mindful of colleagues safety
- Compliance with Policy

Students



DARUL ULOOM LONDON

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VISITORS' INFORMATION SLIP

PLEASE SIGN IN & OUT

NOTICE FOR VISITORS

Your safety and wellbeing is important to us.

Please observe the following whilst on the School premises

1. Please Sign in and Sign out, clearly outlining the reason for your visit
2. Return your pass at the end of your visit
3. Please make yourself aware of evacuation map. (Displayed on Reception notice board and throughout the premises)
4. Accidents: In the unfortunate event that accident, incident or illness should occur whilst you are on the premises, please report it to your host/reception, so that we may offer appropriate assistance.
5. Fire/Emergency: In the event of emergency evacuation, please leave the building by the nearest safe exit and report at the designated Assembly point. *See building Map*—The Assembly points are the front Car park on the grass area or the Back-car park
6. Do NOT re-enter the building until you are specifically advised that it is safe to do so
7. Please observe our NO-SMOKING policy
- 8 Security and Data Protection: Your personal data is held inside the visitor system for reasons of security and for Health and Safety.
9. Please note the premises is monitored via CCTV
10. The Designated Safeguarding Lead is Redwan Hussain

Welcome to Darul Uloom London



Faith | Family | Fun | Fitness | Finance

POLICY REVIEWED BY

Abubakr Baporia

Reviewed on Monday, 1st September 2025

Sign: *ABaporia*