



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

Health & Safety

Approved by: Headteacher

Last reviewed on: November 2022

Next review due by: November 2023

01772 651906 | www.pmghs.com | info@pmghs.com

The Crescent, Deepdale Mill Street, Deepdale, Preston, PR1 5BY



Every member of staff has a responsibility to report any site hazards to the Site Manager - Imtiaz Panchbhaya. In the event of his absence please report any hazards to the Student Support Office.

All communal areas are our responsibility. Please leave areas particularly the staff communal areas in the condition we would like to find them. Always conduct ourselves in an appropriate and professional manner.

Staff must wear their ID Lanyard at all times and sign in/out using the school's electronic system when they enter and leave school. Permission must be sought from your line manager to leave school at any time other than lunchtime.

Incorporating the Local Health and Safety Arrangements for:

| | |
|-------------------|--|
| o Name of School: | Preston Muslim Girls High School |
| o School Number: | 06122 |
| o School Address: | The Crescent, Deepdale Mill Street, Preston, PR1 5BY |

Based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation

As a Foundation or Voluntary Aided School, the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities
- consult with employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- provide information, instruction and supervision for employees
- ensure all employees are competent to do their tasks and ensure the provision of adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and health working conditions
- comply with appropriate directions given by the county council on health and safety requirements
- ensure safe handling and use of substances
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5-yearly review by the county council;

Authorisation

Head Teacher.....

Date.....

Chair of Governors.....

Date.....

Responsibilities

| | |
|--|---|
| The responsibility for implementation and management of proper health and safety controls within the school is that of: | Rehan Patel Headteacher |
| The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-Ordinator): | Imtiaz Panchbhaya Site Manager Omar Desai (H&S Consultant) |
| To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits: | Mr Panchbhaya (premises issues) Mrs Hanif (Technology) Mrs Kalang (P.E.) Mrs Hanif (Art) Mrs S Patel/Mrs Member (First Aid) |
| The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by: | Rehan Patel Headteacher Omar Desai (H&S Consultant) I Panchbhaya (Site Manager) Mrs Member (Lead Pastoral officer) / Mrs S Patel (Office Manager) |
| <p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety 2. Not interfere with anything provided to safeguard their health and safety 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. | |

Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision
- a revised procedure for dealing with contractors on site will be devised and implemented
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds
- raising health & safety awareness by using the County Council's e-learning courses.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

| | |
|---|--|
| Risk assessments will be undertaken by: | Mr Panchbhaya |
| Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety. | Curriculum – Subject Teacher Non-Curriculum – Site Manager Mr I Panchbhaya |
| The significant findings of risk assessments will be reported to: | Headteacher/Site Manager |

| | |
|--|---|
| Action required to remove/control risks will be approved by: | Mr I Panchbhaya |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | HoF's Mr I Panchbhaya (Site Manager) |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | HoF's Site Supervisor |
| Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with: | Curriculum – Subject Teacher Non-Curriculum – Site Manager Mrs B Holland/H Akubat (Work Experience) |

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- draw up and implement appropriate health & safety procedures for the school
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis
- as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring
- identify adequate resources for the implementation of the health and safety policy and arrangements with the school
- comply with appropriate directions given by the county council on health and safety requirements; and,
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

| | |
|--|--|
| Employee representative(s) for the school are: | Mrs Tahera Kalang (Staff Governor) |
| Consultation with employees is provided via: | Health & Safety Audits (3 times per year) Health & Safety Committee (need to re-appoint) Updates provided in headteacher's report and finance and buildings committee meeting. |

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to: -

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

| | |
|--|---|
| Responsible person(s) for identifying all equipment/plant needing maintenance: | Site Manager (Imtiaz Panchbhaya) |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | Site Manager (Imtiaz Panchbhaya) |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | Site Manager (Imtiaz Panchbhaya) |
| Any problems found with equipment should be reported to: | To the site office to be recorded in the site supervisors log |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | Site Manager (Imtiaz Panchbhaya) |

Information, Instruction and Supervision

| | |
|--|--|
| The Health and Safety Law poster is displayed at: | Deepdale Mill Site entrance |
| Health and safety advice are available from: | Omar Desai (H&S Consultant) Site Manager (Imtiaz Panchbhaya) 01772 651906/LA 01772 837679 |
| Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by: | Site Manager (Imtiaz Panchbhaya) (To undertake training) |
| Health & Safety in shared premises (where applicable) is managed by: | Mr I Panchbhaya will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety. |

Competency for Tasks and Training

01772 651906 | www.pmghs.com | info@pmghs.com

The Crescent, Deepdale Mill Street, Deepdale Preston PR1 5BY

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

| | |
|---|--|
| Induction training will be provided for all employees by: | Their subject department, with the Head of Department responsible with Site Manager |
| Job specific training will be provided by: | Head of appropriate subject department. |
| Jobs requiring specific health & safety training are: | This will be specific to subject departments and will be determined by the Head of Department. |
| Training records are kept at/by: | Heads of Subject Department Ms Hannah Malik (C.P.D.) |

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities and has made appropriate arrangements to deal with this issue.

| | |
|--|---|
| The first aid box(es) is/are available: | Crescent Reception, DK Home Economics, DK Pastoral and DK Sports PE department. FAF outside office ground floor FAF Staffroom 1 st Floor BUH 3 Classroom |
| The first aider(s) and appointed person(s) is/are: | Sabiha Adam(Admin) Mrs Soomia Ahmed (PA) Mrs Shamim Patel(Ops Manager) Mrs Shenaz Polli(HR) Mrs Asma Member(Pastoral) Mrs Tahera Kalang(PE) Mrs Khadija Nalla(PE) Mrs Humaira Lhari(HOY) Mrs Fahmida Akubat(HOY) Mrs Shahida Patel(HE) Mrs Jenny Albery (D&T) Mrs Mariam Vorajee(Maths) Mrs Wahida Yusuf(Science) Miss Mariam Naeem(Science) Mrs Rehana Member(Welfare) Mrs Rukshana Polli(Welfare) Mrs Rizwana Yaseen(Welfare) Mrs Rehana Patel(Welfare) Mrs Bibi Fatima Panchbhaya(Welfare) |

| | |
|---|---|
| | Mrs Umarji(Welfare) Mr Uzair Patel(Finance) Miss Haleema Asmal(TA) Miss Sameera Patel(TA) Miss Aishah Panchbhaya(Tech) Mrs Becky Holland(Exam) Mr Imtiaz Panchbhaya(Site Manager) |
| All accidents and cases of work-related ill health are to be reported to: | Mrs S Polli (Crescent Building) Mr I Panchbhaya (Crescent Building) |
| Health surveillance is required for employees doing the following jobs within the school: | Pregnancy Use of display screen equipment Disabled staff COSHH activities Technical roles |
| Health surveillance will be arranged by: | HOF in specific area/S Polli / Site Manager |
| Health surveillance/records will be kept by | Head of Department in area |

Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

| | |
|--|--|
| To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by: | Site Manager (Imtiaz Panchbhaya) |
| Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. | Imtiaz Panchbhaya Health and Safety committee/HOF of subject teachers |
| Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary: | Imtiaz Panchbhaya and where required Headteacher will get involved. |
| Responsible person(s) for investigating work-related causes of sickness absences: | Shehnaz Polli HR Manager |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | Site Manager (Imtiaz Panchbhaya) |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | Site Manager (Imtiaz Panchbhaya) |

Emergency Procedures - Fire and Evacuation

01772 651906 | www.pmghs.com | info@pmghs.com

The Crescent, Deepdale Mill Street, Deepdale Preston PR1 5BY

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

| | |
|---|--|
| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | Imtiaz Panchbhaya |
| Escape routes are checked by/every: | Imtiaz Panchbhaya |
| Fire extinguishers are maintained and checked by/every Year: | Imtiaz Panchbhaya Contract with AK Fire |
| Alarms are tested by/every: | Imtiaz Panchbhaya |
| The emergency evacuation procedure is tested by/every year: | Fire Evac – once per term Emergency Evac – once a year |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | Rehan Patel(Headteacher) Omar Desai(H&S Consultant) Uzair Patel (Finance) Imtiaz Panchbhaya(Site) |

Table of Occupational Health & Safety Topics/Activities that apply
Details of the information about the school's arrangements can be found on staff shared (Z:drive) health and safety folder.

| Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site | Applicable (✓) |
|---|-----------------------|
| Accident Reporting, Recording and Investigation | ✓ |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | ✓ |
| Catering | ✓ |
| Cleaning/caretaking | ✓ |
| Control of contractors | ✓ |
| Disability access (health & safety implications) | ✓ |
| Display Screen Equipment and Eye Tests | ✓ |
| Driving at Work | ✓ |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | ✓ |
| Emergency Procedures other than Fire e.g. flood, services failure | ✓ |
| Falling Objects/Safe storage | ✓ |
| Fire Safety | ✓ |
| First Aid | ✓ |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | ✓ |
| Health & Safety Induction (checklist available on web site) | ✓ |
| Manual Handling | ✓ |
| Minibuses | ✓ |
| Mobile phones (the use of) | ✓ |
| Needles and needle stick injuries | ✓ |
| Personal safety including lone working and violence and aggression | ✓ |
| Play Equipment installations inspections | ✓ |
| Playgrounds and external areas | ✓ |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | ✓ |
| Pupil moving and handling (special needs) | ✓ |
| Pregnant employees and nursing mothers | ✓ |
| Reporting of health & safety concerns/faults | ✓ |
| Sharps e.g. broken glass either in school building or external grounds | ✓ |
| Slips and trips | ✓ |
| Stress | ✓ |
| Substances – COSHH | ✓ |
| Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | ✓ |
| Visitor and volunteer's safety | ✓ |
| Waste storage and disposal | ✓ |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premise's management arrangements | ✓ |
| Work equipment and machinery | ✓ |
| Working at height – ladders, access equipment etc. | ✓ |

| Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site | Applicable (✓) |
|---|-----------------------|
| Workplace Inspection | ✓ |

Table of Non-Occupational Health & Safety Topics/Activities that apply

| Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal) | Applicable (✓) |
|---|-----------------------|
| Administration of medication | ✓ |
| *Educational Visits | ✓ |
| Food safety and hygiene | ✓ |
| Outdoor activities | ✓ |
| PE Equipment | ✓ |
| Pupil handling and restraint | ✓ |
| Grounds maintenance activities | ✓ |
| Pupil movement and flow | ✓ |
| School transport | ✓ |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | ✓ |
| Smoking | ✓ |
| Special needs of pupil's health & safety issues | ✓ |
| Stage and drama activities | ✓ |
| Supervision of pupils | ✓ |
| Technology rooms and equipment | ✓ |
| Wearing of jewellery | ✓ |
| Work experience | ✓ |

The school will also consider the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).

Headteacher's Responsibilities and Duties as Premises Manager of their School

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes, asbestos survey reports, associated plans, etc. In the case of schools within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Headteacher. The Headteacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility. The responsibility is delegated to ?????(Business Manager) / Mr I Panchbhaya (Site Manager).

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the school premises in compliance with the County Council's Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

- Asbestos
- Management of Contractors including Client duties required by the Construction, Design and Management Regulations
- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure systems
- Transport Safety
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic doors
- Security
- Water including the control of Legionella bacteria and lead in water
- CDT Equipment
- Other premises issues as appropriate to the building

The Council's Property Group has arrangements in place for the inspection and maintenance in relation to many of the premises matters above. However, some schools do not subscribe to all or part of these arrangements. Where this is the case the Headteacher, as the Premises Manager, is responsible for making suitable arrangements with competent contractors which must be to at least to the same standard as those operated by Property Group.

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County

Council guidance and are made available to interested parties for their use including those using the premises out of school hours;

- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc. working on site e.g. the Asbestos Survey Report
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management Guidance and Record to the extent to which they may affect their work or responsibilities.
- Ensuring that communication and co-operation is established between all occupants if the school is shared with other users, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager, Headteachers or Senior Designated Officer are required to undertake Health & Safety Competency training in the following areas: -

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a - Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness & Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene
- Mandatory H&S Competency 10d – Management of Asbestos
- Mandatory H&S Competency 10e – Electricity at work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all the competencies via the [Health, Safety and Wellbeing Learning and Development Pages](#)

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the school will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems & Audit) Team.

Emergency Evacuation Procedures

[Z:\School Policies\School Emergency Plan 2016.doc](#)