**HEALTH & SAFETY**

1. **Both the employer and the employees have duties.**
2. **Employees have the right to work in a safe place. Children attending your supplementary classes as well as people visiting your place of worship also have the right to be safe at your place.**
3. **Health and safety is about stopping anyone getting hurt at work/place of worship/supplementary school or ill due to any hazard there.**
4. **Your employer is responsible for health and safety, but you must cooperate.**
5. **See a problem? Sort it if you can; otherwise report it.**

**Duties of employers**

### [Appoint a competent person](about:blank) who will help manage health and safety in the organisation

### [Prepare a health and safety policy](about:blank)

### [Risk assessment](about:blank) to identify hazards and assess risks at work

### [Consult your workers](about:blank) involve your trustees, staff and volunteers and inform them about health and safety

### [Provide information and training](about:blank) Tell your trustees, staff and volunteers what their health and safety duties are

### [Have the right workplace facilities](about:blank) such as toilets, washbasins and other welfare facilities trustees, staff and volunteers need

### [First aid in work](about:blank) Have a first aid kit, training workers and appointing first aiders

### [Display the law poster](about:blank) must display the poster or give workers the equivalent leaflet

### [Get insurance for your business](about:blank) employers' liability insurance

### [The law](about:blank) The Health and Safety at Work Act, criminal and civil law

### [Report accidents and illness](about:blank) report certain injuries, near-misses and work-related illnesses to HSE

**Duties of employees, trustees and volunteers**

* Take care of your own health and safety and that of people who may be affected by what you do (or do not do); keep an eye out for children’s and vulnerable adults’ safety;
* Co-operate with others on health and safety;
* Not interfere with, or misuse, anything provided for your health, safety or welfare;
* Follow the training you have received when using any work items your employer has given you or any work process that you have been told about;
* Report any concerns to your employer.
* Do things proactively to improve health & safety at work for everyone.

**Hazard**: **anything that can cause harm.**

**Risk** is the **chance, high or low, that somebody will be harmed by the hazard.**

**Risk** **control** involves **taking steps to reduce the chance or soften the consequences, of the hazard causing harm.**

**Risk assessment** evaluates the risks and decides which precautions are needed, whether existing precautions are enough or more should be done. **Risk assessment is a collective task that should be done in consultation with staff, parents and learners.**

* **There is no single recommended format of doing risk assessment. You may find one here:** [**https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm**](about:blank)**. Or ask SFI (info@sfitogether.org) or your local SFI consultant for help.**
* [**https://www.hse.gov.uk/risk/classroom-checklist.pdf**](about:blank)
* **COVID-19 compliance checklist**

**Main types of hazards**

1. **Mechanical** – shearing, cutting, punctures etc.
2. **Physical** – manual handling, slips, trips and falls etc.
3. **Chemical** – acids, corrosive agents and harmful substances.
4. **Environmental** – weather, noise, heat etc.
5. **Biological** – Corona, Legionella etc.
6. **Organisational** – work pressures, bullying, harassment, discrimination, etc.

**Types of signs**

* Prohibition sign – a sign prohibiting behaviour likely to increase or cause danger
* Warning sign – a sign giving warning of a hazard or danger (e.g. ‘danger: electricity’)
* Mandatory sign – a sign prescribing specific behaviour (e.g. ‘eye protection must be worn’)
* Emergency escape or first-aid sign – a sign giving information on emergency exits, first aid, or rescue facilities (e.g. ‘emergency exit/escape route’

**WHAT TEACHERS/STAFF/VOLUNTEERS NEED TO DO**

* Visual check of the classroom every day before children arrive
* Dealing with late arrivals and absences and keeping accurate register of attendance
* Parents drop off at the gate and handover to staff, not on the road
* Parents collect them on time and staff hand over to the right person
* Asthma inhalers and other medication
* Food allergies – so no child is allowed to bring any snack/crisp/food item except fresh fruit
* Washing hands after using the toilet
* Monitor toilet breaks
* Fire drills – do them while children are in the class.
* Safety induction for new pupils and parents
* Beware of slips and trips due to long robes and ‘burkas’ etc.. If possible, change the dress code so that children don’t have to wear those long robes.
* Separate jamaa’at for Salah for children.
* Provide the first aid to the casualty if you are trained
* Alert others (especially any children or vulnerable adults nearby) of any hazard so that they keep away from that
* Record the incident/illness in the [accident book](about:blank)
* Co-operate with your employer to identify the cause of the accident and give your suggestions for avoiding it in future

**TEACH THE CHILDREN**

* If the child feels unwell due to the incident/accident, ask them to seek medical advice and treatment
* recognise the existence of hazards, risks and uncertainty;
* assess your own ability, and the ability of others, to deal with different situations;
* assess the consequences when dealing with hazards presented to themselves and to others;
* seek advice from staff to minimise and manage risk;
* understand that rules are there for their own safety;
* Each child has some responsibility for their own safety and for others’ safety.

**IF YOU ARE CONCERNED ABOUT A HEALTH AND SAFETY ISSUE:**

1. RAISE IT WITH YOUR MANAGER/TRUSTEES/HEADTEACHER
2. IF NOT RESOLVED, REMIND THEM.
3. IF STILL NOT SORTED, REPORT TO THE ENVIRONMENTAL HEALTH DEPARTMENT OF YOUR COUNCIL
4. YOU MAY CONTACT HSE **0300 003 1647 or fill in their online report form.**

**Health & Safety law**

* **Health and Safety at Work etc.. Act 1974**
* **the primary piece of legislation covering occupational health and safety**  
    
  **Specific details:**
* **Workplace (Health, Safety and Welfare) Regulations 1992**  
  **Enforced by: Health and Safety Executive, Local authorities  
  Other enforcing authorities**

**Health & Safety Policy**

**Part 1: Statement of intent**

Your general policy on health and safety at work, your commitment to managing health and safety and your aims .

**Part 2: Responsibilities for health and safety**

Names, positions and roles of the people in your organisation who have specific responsibility for health and safety.

**Part 3: Arrangements for health and safety**

Give details of the practical arrangements you have in place, showing how you will achieve your health and safety policy aims. For example, doing a risk assessment, training your employees and using safety signs or equipment.

NOTE: Chair of the trustees needs to sign it and trustees must review it regularly. Everyone in the organisation needs to know and understand it. ALL MUST FOLLOW IT.

**Social Media and Online Safety**

**Risks**

* Radicalisation
* Bullying
* Children may be at risk of being groomed

**Actions required:**

* Update your safeguarding policies and procedures
* Have a code of appropriate language and behaviour
* Handle privacy and consent matters sensitively
* Set up and manage online forums and communities safely
* Implement safe livestreaming protocol.

**What to do if a child has an accident?**

* **Stay calm and reassure the injured child and other children**
* **Alert others of any hazard & call your first aider**
* **Tell your manager and inform the parent**
* **Record the incident/illness in the accident book**
* **Identify the cause of the accident and suggest improvements**

**If a child/adult test positive for COVID-19**

* **Inform the Covid Compliance Officer who contacts NHS Test & Trace**
* **Close off the area used by the infected person**
* **Contact all possible people who may have made contact**
* **Advise them to self-isolate**
* **Get all concerned tested for COVID**

**Action Plan**

* + **Update your Health & Safety Policy**
  + **Do a risk assessment**
  + **Get staff trained for First Aid**
  + **Implement risk controls**
  + **Contact your local SFI consultant for more help**
  + **Check HSE website for information and risk assessment templates**