

# Health and safety policy

## 1 General statement

MTO Persian School is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work Act etc Act 1974 (HSW Act). This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers, pupils and visitors, and to co-operate with the trustee board and its officers to enable it to carry out its responsibilities. In particular, staff and office volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues, pupils or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by MTO Persian School from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them to the next [team meeting]
- meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

## 2 Organisation and responsibilities

### 2.1 Trustee board/management committee

Overall and final health and safety responsibility within the organisation lies with the trustee board. The trustee board shall appoint one person, who will take the responsibility for drawing to the attention of the trustee board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

### 2.2 Delegated responsibility

Mrs Mandana Anvar Paymai/Mr Bardia Naziri shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation.

In particular, they will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by MTO Persian School

- ensuring that staff are provided with suitable seating and appropriate computer work stations
- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on.
- ensuring that the general fabric of the offices (including office items and equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a health and safety workplace poster on health and safety law is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this policy and understand its contents
- ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the trustee board and staff any new legislation on health and safety relevant to the work of MTO Persian School
- drawing to the trustee board's attention any matters they are unable to deal with.

### **2.3 Staff and office volunteers**

All staff and office volunteers have a responsibility to:

- read and fully understand the MTO Persian School's policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from Mrs Mandana Anvar Paymai/Mr Bardia Naziri
- co-operate with the trustee board and Mrs Mandana Anvar Paymai/Mr Bardia Naziri, as appropriate, to achieve a healthy and safe workplace.
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency
- report to Mrs Mandana Anvar Paymai/Mr Bardia Naziri within 24 hours of any accident occurring:
  - on the premises
  - off the premises, while acting on behalf of MTO Persian School
- bring to the notice of Mrs Paymai/Mr Naziri any potentially dangerous circumstances that the employee is unable to put right.

### **Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff (Mandana Paymai/ Bardia Naziri) for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'EpiPen' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

### **2.4 Review**

Mrs Paymai in conjunction with Mr Naziri, will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every three years and will be subject to approval by the trustee board.

## **3 General arrangements**

### **3.1 Accidents, near-miss occurrences and hazardous situations**

MTO Persian School has a health and safety accident book located in the Office and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Mr Hamid Rahbari. In addition to reporting accidents, it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late. Once an incident has been

recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

It is the responsibility of Mrs Paymai/Mr Naziri to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

Mrs Paymai/ Mr Naziri are responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR), to the Environmental Health Department. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than three days' incapacity for work
- certain work-related diseases.

A first-aid kit is available in the Office.

### 3.2 General fire safety

Mr Naziri and Ms Faranak Akrami are responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills. Ms Faranak Akrami also holds a fire certificate for the building. All staff must also read and understand the fire procedure. A fire notice is located in the Office.

## 4 Personal safety

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Staff who are going to be away on MTO Persian School business should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff should inform the office who they wish to be contacted in the event of an emergency, giving contact details.
- Staff who carry money for MTO Persian School have the right to be accompanied by another person.
- Visits to the bank should **not** be at a regular time.
- Staff should **not** put themselves at risk on account of MTO Persian School's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to Mrs Paymai/Mr Naziri or Mrs Leila Mobayen (the school's Safeguarding Officer) and recorded in the accident book.

- Staff should be vigilant with regards to terrorist incident warnings – for example, unattended bags.

## 5 Stress Management

- Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.
- The responsibility for reducing stress at work lies both with the employer and the employee.
- Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- If an employee is suffering from stress at work, they should discuss this with Mrs Paymai/ Mr Naziri at the first opportunity. Where practicable and reasonable, MTO Persian School will seek to provide assistance to the employee.
- MTO Persian School will do all it can to eradicate problems relating to stress at work.

Agreed by the Management Committee

Signed: .....

Date: .....

Date implemented	Future review dates						
	2017	2018	2019	2020	2021	2022	2023
Date reviewed	08/2017	7/2018	7/2019				
Date approved by Management Committee	09/09/2017	7/2018					