

Health and Safety Policy

Madrasah Islamiyah
Mount Pleasant
Batley

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Health and Safety Policy Statement

It is the policy of our organisation to promote standards of health and safety at work that will ensure, as far as is reasonably practicable, the health, safety, and welfare of all employees, students, and visitors to our premises.

In particular, our organisation will:

- Provide and maintain safe and healthy working conditions taking into account all relevant health and safety legislation.
- Identify the hazards to employees and third parties affected by work, through risk assessments, and to eliminate or control the risks adequately.
- Take all reasonably practicable steps to ensure health and safety is taken into account in the design, construction, operation and maintenance of systems of work, premises, plant, machinery, tools and equipment.
- 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 employees work in a safe manner.
- Maintain a high level of awareness in health and safety matters applicable to our activities, in particular by consulting and involving employees at all levels and their representatives.
- 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.
- Maintain the health and safety function as an integral part of operational management.

Whilst the organisation accepts responsibility for the overall effectiveness of the Policy, the successful implementation of this Policy requires managers and employees to fully accept their health and safety responsibilities.

Responsibility for execution of this Policy rests with the Muhtamim who is accountable for specifying the organisational arrangements and procedures for health and safety throughout the organisation.

Employees 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 once every two years.

Signed:

Name:

Status:

Muhtamim

Date:

2. Health and Safety Responsibilities

This organisational section identifies the area and level of responsibility for implementing the Company Health and Safety Policy.

Any employee 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 Organisation Chart for Health and Safety

(Chart on next page).

2.2 Executive Committee

The ultimate responsibility for the implementation of the Policy and adherence to the requirements of relevant health and safety legislation rests with the Executive Committee, who will ensure that sufficient resources and management structures are implemented / available to achieve these objectives.

To assist them in the above, the Executive Committee have delegated the health and safety responsibilities to the Madrasah Committee. They in turn have appointed the Health and Safety Co-ordinator with specific duties and responsibilities for the day-day operations of health and safety related matters.

The Executive Committee are particularly responsible for ensuring that:

- A Muhtamim is appointed to chair the Madrasah Committee;
- The Madrasah Committee undertakes all its health and safety responsibilities and reports back to them at the Executive meetings.

2.3 Madrasah Committee

The Madrasah Committee reports to the Executive Committee and have delegated the health and safety responsibilities to the Headteacher. The headteacher has appointed the Health and Safety Co-ordinator with specific duties and responsibilities for the day-day operations of health and safety related matters.

The Madrasah Committee are particularly responsible for ensuring that:

- The Company Health and Safety Policy is maintained and is available for all employees.
- An appropriate organisation structure, with clear lines of responsibility, exists to complement the Policy.
- Adequate resources in terms of personnel, facilities and finance are available to meet the aims of the policy.
- There is an effective programme of health and safety training, instruction and supervision.
- There is good communication on health and safety matters throughout the Madrasah.
- Occupational Health and Safety issues are included on the agenda of Executive Management and Madrasa Committee meetings.

2.4 Headteacher

The Head Teacher is responsible for the implementation and development of health and safety standards and procedures for those activities that are under their control.

To this end they must:

- Read and understand the Company Health and Safety Policy and bring it to the attention of all employees under their control.
- Compliance with established rules, method statements, risk assessments, and prescribed working procedures.
- The introduction of remedial measures to reduce or eliminate acts or conditions which are contra to the Policy.
- Ensure that risk assessments have been undertaken and appropriate improvements implemented.
- Ensure that their employees are provided with adequate information, training and supervision in order for them to perform their work safely.
- Ensure that their employees understand the relevant health and safety procedures, e.g. fire drills, first aid, use of electrical equipment, etc.
- Monitor the performance of employees to ensure that they fulfil their responsibilities for health and safety.
- Take reasonable care of their own health and safety and set a good example to employees and contractors by using the appropriate health and safety procedures and equipment.
- Ensure good housekeeping standards are obtained and maintained within their area of responsibility.
- Ensure that any health and safety matters raised by employees are discussed and any relevant action taken.
- Ensure that all accidents, incidents and dangerous occurrences are reported in accordance with the Company procedures, assist in investigations and implementation of any new controls.

2.5 Employees

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

They have a specific duty to:

- Read and understand the Health and Safety 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 Madrasah in following safe systems of work, using appropriate guards/safety devices and wearing suitable protective equipment where necessary.
- Use equipment and materials, and enter only those areas for which they are authorised.
- Report any defects in equipment or machinery to Head Teacher or Health and Safety Co-ordinator.
- Not to misuse or interfere with safety equipment or safety devices.
- To know the location of first-aid facilities and the identity of the first-aider.
- 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 the Head Teacher or Health and Safety Co-ordinator.
- Set a good example and encourage colleagues 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 Caretakers

The caretakers are responsible for the physical safety across all the madrasa facilities including the outdoor compound. In particular, they will ensure that:

- the buildings are in a good state of repair;
- Faults are logged and repaired;
- the security controls at the facilities are in good working order;
- Work closely with all other members of the madrasah regarding H&S matters.

2.7 First Aid Representatives and Appointed Persons

Principle responsibilities are to:

- always follow the principles and practices as laid down by the first aid training and comply with the aims of first aid to:
 - o preserve life;
 - o prevent the condition worsening; and
 - o promote recovery.
- provide assistance at all times in accordance with training and not to exceed individual levels of competency;
- take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty;
- ensure the First Aid Box is in a fully stocked condition and all items within their expiry date;
- refer the casualty on to a hospital or GP, if appropriate, if it is the view of the First Aid Representative that further medical treatment is required;
- respect the casualty's confidentiality at all times and not to discuss the casualty's condition with anyone other than the Technical Services Manager and HR personnel, as appropriate;
- attend regular Health and Safety meetings, as and when required.

7 Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible to the Headteacher, and has a duty to:

- Provide information on the impact of new health and safety legislation on the organisation.
- Ensure risk assessments are carried out for the identification and control of hazards.
- Assist the Muhtamim in implementing remedial measures to reduce or eliminate acts or conditions which are contra to the Policy.
- Provide health and safety advice and information to enable all levels within the organisation to discharge their responsibilities.
- Assist the Muhtamim / Headteacher to ensure that plant, machinery, equipment and material 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 health and safety information and training for employees and to keep all relevant training records.
- Raise health and safety awareness across the organisation.
- Liaise with the Company Health and Safety Advisers and Enforcement Authorities.
- Monitor safety performance against set goals.
- RIDDOR incidents are discussed with the Muhtamim, Headteacher and H&S Adviser before reporting to the HSE Incident Centre.
- 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 Muhtamim, Headteacher, H&S Advisers are 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.

2.8 Health and Safety Advisers

The Health and Safety Adviser(s) will advise, assist and work with the Muhtamim and/or Health and Safety Co-ordinator to ensure that:

- A suitable and sufficient Health and Safety Policy is developed and implemented.
- The relevant persons are made aware of new or relevant changes to health and safety legislation.
- A system is established that ensures all significant risks are assessed, weaknesses identified and improvements made.
- Suitable health and safety advice and information is provided.
- Plant, machinery, equipment and material for use in Company activities are suitable for their intended purpose, safe to use and without risk to health.
- Suitable and sufficient health and safety arrangements and safe working procedures are established.
- Suitable and sufficient health and safety information and training is provided.
- A system is established for the storage and safekeeping of relevant health and safety documentation.
- Suitable safety targets are set and monitored.
- Independent and adequate assistance is available during the investigation of RIDDOR Reportable Incidents and dangerous occurrences.
- A system is established for the reporting RIDDOR Reportable Incidents and dangerous occurrences to the Incident Contact Centre.
- The Health and Safety Policy is reviewed and kept up-to-date to reflect the relevant health and safety issues.

3. Health and Safety Arrangements

3.1 Risk Assessments

Within the operation of our Madrasah there are activities which, by their nature, may create a risk to the health and safety of employees, students or others. Where the hazard cannot be eliminated, the risk level is evaluated before the activity is commenced and reviewed on an ongoing basis. Where appropriate, Safe Working Procedures (SWP) relevant to reduce the risk to a reasonably practicable level are developed and implemented.

A risk assessment is a means of analysing the risk in any activity and identifying ways of eliminating or reducing the risks involved. Formal risk assessments are undertaken by the Health and Safety Co-ordinator / Adviser using standard risk assessment forms.

Information and training is provided for those required to undertake risk assessments. During the risk assessment process, employees are involved in order to ensure that all relevant information is obtained. The Health and Safety Co-ordinator/Adviser provided advice, assistance and guidance to those required to undertake risk assessments.

All the formal risk assessments are kept in the Risk Assessment File for reference. Any Recommendations from these assessments are implemented where reasonably practicable in order to reduce the risk.

3.2 Safe Working Procedures

Where the risk cannot be eliminated or reduced by any other means, Safe Working Procedures (SWP's) are developed and established. These are kept in the Health and Safety Policy File. All relevant persons are provided with information/training on the relevant SWP's and details recorded in the training files. The Head Teacher ensures that all employees are working in accordance with the relevant SWP.

3.3 Fire Evacuation Procedures

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.
- The Head Teacher (or in their absence, the most Senior Person at the Madrasah) will call the Fire Brigade.
- The Health and Safety Co-ordinator will take a roll call.

- The Head Teacher (or in their absence, the most Senior Person at the Madrasah) shall 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 Head Teacher (or in their absence, the most Senior Person at the Madrasah) has obtained clearance from the Emergency Services.
- Employees will be verbally informed to re-entry the building.

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

Fire Alarm System:

- The fire alarm system is 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 is serviced on an annual basis and the details recorded in the Fire Log Book.

Fire Fighting Equipment:

- The correct fire extinguishers (type & quantity) are provided at the premises. Where appropriate, these shall be wall-mounted or in extinguisher holders at fire points.
- These will be serviced annually under contract with a specialist contractor.
- A fire blanket is provided in the kitchen area.
- Records kept with Fire Log Book.
- Smoking is not allowed anywhere on the premises.

Emergency Lighting:

Emergency lighting is provided in areas where deemed necessary by the Fire risk assessment. Where emergency lighting is provided, it is 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.

3.4 First Aid

- First Aid boxes appropriate to the number of persons employed are provided and maintained at designated positions.
- The names of trained First Aiders are displayed on the notice board.
- The First Aid kit is kept under the control of an appointed person.
- The appointed First Aider will examine any injury to an employee or student however slight, and any appropriate treatment administered. Details of treatment are entered in the Accident Book.
- No person other than the First Aider administers First Aid.
- No person, including the First Aider, administers analgesics or other medical preparations. Such preparations are not kept in the First Aid box.
- The appointed person checks the contents of the First Aid box at least once a month and replenishes it to the required standard.
- Rapid or unexpected depletion of the contents are, however, replenished forthwith.

3.5 Accident Reporting and Investigation Procedures

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

- All accidents, however minor, must be reported to the First Aider.
- Employees whose injuries cannot be treated on at the workplace are referred to the local A&E Unit, or to their doctor.
- A complete record of the incident and injury is entered in the Accident Book. Personal details are removed from the accident book and kept in a confidential file.
- Employees must report dangerous occurrences as defined by RIDDOR, to the Head Teacher and/or the H&S Co-ordinator.
- For incidents that are RIDDOR Reportable or where a person has been taken to hospital, an investigation is carried out by the H&S Co-ordinator (and assisted by the Head Teacher) using the Accident Report form. Effort is made to try to identify the underlying cause of the accident. Where possible witness statements are taken and photo's/sketches of the area in which the accident occurred are included.
- We are not required to report accidents that occur to contractors/ agency staff, which are the responsibility of the employing company. However, it is our policy to investigate and record details of such accidents in the Accident Book. Other non-employees, e.g. customers, are treated as if they are employees of the Company.
- RIDDOR Reportable incidents and Dangerous Occurrences are reported to the Incident Reporting Centre by the Health and Safety

Co-ordinator, and in their absence the Head Teacher. The reporting media is dependent on the seriousness of the incident.

- The HSE online website www.hse.gov.uk is used to complete the Form 2508 when reporting a RIDDOR incident and extent of the injury. Incidents Dangerous Occurrences to be reported are summarised in the RIDDOR section of H&S Policy File and in the Accident Book.

3.6 Consultation and Communication with Employees

The importance and benefits of a co-operative approach to health and safety in the workplace is well known. The Health and Safety Co-ordinator ensures that the employees are consulted on health and safety matters. For employees who do not understand/speak English, the company uses other employees to act as interpreters in discussions.

The Madrasah consults with all employees, directly and in good time, on matters such as:

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

3.7 Training

The Health and Safety Co-ordinator ensures that every new employee receives initial induction training including health and safety information.

In addition to the induction training, the Head Teacher identifies any specific training that the new employee(s) may require. Having identified such training needs, the Head Teacher informs the Health and Safety Co-ordinator.

The Health and Safety Co-ordinator makes the necessary arrangement for training to be provided by a competent and experienced person or organisation.

The Head Teacher, likewise, identifies the specific training needs of existing employees and makes similar arrangements.

The Head Teacher is responsible for monitoring the performance of employees and for identifying any need for further, refresher, or different training.

The Health and Safety Co-ordinator ensures 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 Head Teacher is responsible for authorising them in writing and details are kept on their personnel files.

3.8 Record Keeping

The Madrasah Health and Safety Co-ordinator keeps and maintains all the necessary records and assessments to ensure that it achieves its health and safety objectives. Records appropriate to their needs are kept for future reference.

The H&S Co-ordinator is responsible for ensuring that the appropriate records are available and up to date. All the relevant records are kept in the Health and Safety File.

3.9 Asbestos

We acknowledge our duty to prevent exposure to asbestos containing materials (ACMS) to employees, visitors, contractors and others on the premises.

It is the policy of the Madrasah to fulfil its duty to manage asbestos and to fully implement the requirements of the Control of Asbestos at Work Regulations (CAWR). Specifically, asbestos or asbestos containing products must not be used in any new work of building, construction or alteration.

To the best of our knowledge, our building and work equipment are all asbestos free.

3.10 Control of Contractors

To ensure that a consistent approach is maintained in the control of contractors (and sub-contractors) on our premises, established procedures must be followed and adhered to.

Selection of Contractors

To assist in the selection of suitable and competent contractors to undertake work on our premises, all contractors must apply to be included on the Approved List of Contractors, maintained by the Health and Safety Co-ordinator.

The evaluation of this combined with any reasonable enquiries made will enable the organisation to assess the health and safety arrangements of the contractor and decide whether approval should be given for works to commence.

All contractors/consultants must achieve the following criteria before being submitted to the approved list, or prior to being selected for project consultancy services:

- a. Possession of the relevant skills for the size and type of development being undertaken;
- b. Adequacy of organisation and capacity.
- c. Financial stability. The H&S Co-ordinator will require sight of the most recent audited accounts;

- d. Employment practices covering both Health and Safety and Equality and Diversity
- e. Adequate and current Insurances, namely Employers and Public Liability, Professional Indemnity Insurance
- f. Provision of three satisfactory references.

The Head Teacher and/or H&S Co-ordinator retains the right to suspend a contractor from the Approved List until the above criteria are met.

3.11 Control of Visitors

We have a Duty of Care to ensure everyone visiting our premises are safe and not exposed to unnecessary risks. All visitors are required to report to the Madrasah Reception on arrival, will be accompanied at all times. All visitors will be informed of the arrangements for:

- Emergency evacuation;
- First aid;
- Incident reporting and
- Welfare facilities.

3.12 Machinery/Equipment Safety

Before any new machinery/equipment is purchased, the Madrasah obtains a certificate of conformity from the supplier.

The Head Teacher ensures that, if any machinery has dangerous parts, those dangerous parts are correctly guarded.

The Head Teacher ensures that machinery/equipment known to present particular hazards is only operated by a person trained and authorised (in writing) so to do.

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

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

The operative is required to report any defects in the controls provided, actual or suspected, to the Head Teacher or H&S Co-ordinator who will take the appropriate action forthwith.

The Head Teacher, in the normal course of his duties, ensures that the operative is using the controls provided and that they remain in good working order.

Cleaning of powered machinery must only be undertaken when the power source for the machine is switched off or, in the case of electric machines, has been positively isolated from the source of supply.

3.13 Display Screen Equipment

“Habitual users” are identified, i.e. those who carry out Display Screen Equipment (DSE) for 2-hours or more each day, and their workstations

assessed. The Madrasah have arrangements for eyesight testing, and where appropriate, 'basic frame' glasses are provided or an equivalent sum of money provided towards more expensive glasses.

3.14 Control of Substances Hazardous to Health (COSHH)

Material Safety Data Sheets (MSDS) are obtained when purchasing hazardous substances. The health risks are assessed by undertaking a COSHH assessment and action taken to eliminate or effectively control them.

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

All the necessary controls are provided by the Madrasah and these are maintained on a regular basis.

The COSHH assessments may highlight the need for personal protective equipment (PPE), e.g. protective gloves. All the necessary PPE is provided by the Madrasah, regularly checked by H&S Co-ordinator to ensure that it is being maintained properly and used by employees as directed in the relevant safe working procedure. Employees are required to report any defects in the PPE and obtain replacement items as and when necessary to the H&S Co-ordinator or Head Teacher.

3.15 Legionella Control

It is our policy to control the risks to the health and safety of all those who enter our premises or who may be affected by activities under our control.

Implementation

To achieve the effective implementation of this policy with regard to legionellosis, the Madrasah will ensure that any risks arising from the operation of water services are assessed and either prevented or adequately controlled.

The risks will be assessed. Remedial action will be implemented where the level of control requires improvement.

Risk Assessment

The risk assessment will be reviewed regularly, at least every two years, or whenever there is a reason to suspect that it is no longer valid.

The risk assessment process will be conducted by specialist environmental services organisation.

Preventative and Control Action

The Madrasah will consider removing or replacing equipment or facilities that may present a risk in terms of legionellosis.

Where it is impracticable to eliminate all risk by removing or replacing the equipment or facility, suitable precautionary measures will be implemented, documented and regularly monitored to ensure that the risks are minimised.

Monitoring

The required monitoring tasks and frequencies will be recorded as the written scheme found in a Water Management System. The written scheme will take into account the risk assessment and also any relevant best practice guidelines. All tasks in the written scheme will be allocated to named individuals within the Madrasah.

The Madrasah will ensure that all employees and contractors are aware of their legal responsibilities and duties as allocated by the written scheme and for the management control of water services.

3.16 Highly Flammable Substances

Where highly flammable liquids are stored and used, the Madrasah ensures strict control, e.g. appropriate storage, no ignition source's, restricted amount is use at any one time, etc.

Working stocks of highly flammable liquids do not exceed 50 litres in the workplace. Furthermore, containers when not in actual use are kept closed and stored in a fire resistant and appropriately labelled cabinet that is capable of containing spillage from the largest sized container.

Ignition of flammable solvent vapour can occur from naked lights, electrical apparatus, sparks generated by the discharge of static electricity, etc. All efforts are made to eliminate such ignition sources where flammable substances are likely to present.

3.17 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.

The H&S co-ordinator will ensure that manual handling assessments are carried out and records kept in the Risk Assessment Manual. Employees (namely caretakers) carrying out work activities involving significant levels of manual handling are provided with appropriate mechanical handling equipment and training on 'correct manual handling techniques'.

3.18 Electrical Equipment (General Guidelines)

Portable Appliances:

All portable electrical appliances at the premises are tested on a regular basis to ensure that they remain in good working order. Newly purchased portable electrical appliances are tested during the next round of scheduled testing. A register of appliances is kept at the premises. All tested items have a label attached indicating the date of test and re-test date.

Used portable electrical appliance cannot be brought into the premises, for business or personal use, without it being checked first by a qualified

electrician 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 are carried out by qualified electricians. No unauthorised person is allowed to carry out any repairs to an electrical appliance either fixed or portable.

Fixed electrical installation

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

Documentation of any fixed electrical installation testing is kept in the Health and Safety File for future reference.

3.19 Workplace Safety and Welfare

The Madrasah will ensure that all its premises remain safe and do not cause any risk of injury. In order to achieve this, regular inspections will be undertaken.

Our Policy is to protect the health and safety of everyone in the workplace and to ensure that adequate welfare facilities are provided for people at work.

3.20 Alcohol, smoking and Drug Abuse

Any individual who suspects or knows that they have an alcohol or drug related problem is actively encouraged to seek help and treatment voluntarily. Individuals who come to the notice of employees through observation or through disciplinary procedure as having an alcohol or drug related problem, will be offered the opportunity to seek diagnosis and, if necessary, treatment from an appropriate agency.

Employees are expressly forbidden to consume alcohol, smoke cigarettes, smoke vapes or take illegal drugs when at work or to bring it onto the premises for any purpose. Any breach of this rule will result in disciplinary action being taken, which is likely to result in summary dismissal.

Where individuals commit misconduct or serious misconduct, or where their efficiency at work becomes affected through consumption of alcohol or drugs or substance abuse, action under the disciplinary procedure may be taken.

It is an offence for a person to have a controlled drug in their possession, except where it has been medically prescribed.

It is an offence for a person to have in their possession, whether lawfully or not, a controlled drug with intent to supply another purpose.

3.21 Stress at Work

What is stress?

Stress is the reaction people have to excessive pressures or other types of demands placed upon them. It arises when they feel they cannot cope.

Our Madrasah is committed to:

- a) identifying potential sources of excessive stress within the workplace and taking such action as is reasonably practicable to eliminate or reduce the effect on people and;
- b) supporting individuals in managing stress experienced by themselves and others that may become apparent in the course of their work.

Aims and Objectives

- a) To increase the general awareness of stress and the methods available to combat its damaging effects when it becomes excessive;
- b) To take action to identify and so far as is reasonably practicable eliminate or reduce workplace stressors;
- c) To assist employees in managing stress in others and themselves;
- d) To manage effectively problems that do occur, including the return to work of employees who have had stress related problems.

The head Teacher is responsible for the management of health, safety and welfare of all employees including stress. Responsibility at this level involves identifying and limiting the risk of possible work related stressors affecting employees and for ensuring that individuals experiencing inappropriate levels of stress are supported and assisted in managing this.

3.22 Personal Protective Equipment

The Madrasah ensures that suitable personal protective equipment is provided to our 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 Madrasah considers personal protective equipment as a last resort or as an interim solution to a risk of exposure, pending control by engineering or other means.

3.23 Electrical Installations – live working

At all times, live electrical installations are kept protected by obstacles or by placing out of reach and away from interference. A permit to work system is adopted for all live system works where interruption of supplies is not possible. Only qualified electricians will be allowed to undertake 'live' electrical work strictly using a 'Permit to Work' system.

No live working must take place unless absolutely unavoidable.

3.24 Health and Safety Monitoring and Review

Reports on health and safety performance are a regular item at Madrasah Committee meetings. Such reports include accident statistics, performance as measured during audits and any enforcement action.

Any Audits undertaken may cover overall operation and compliance or may look at the specific workings of elements of the Health and Safety Policy Manual.

Any requests for amendment to the Company's Health and Safety Policy Manual are brought to the notice of the Head Teacher. They will then forward the request(s) to the Health and Safety Co-ordinator.

The Company have made arrangements with a Health and Safety Consultancy to provide information and assistance on an 'as and when required' basis.

This Health and Safety Policy will be reviewed once every 3-years, unless a significant matter warrants a review or health and safety legislation changes.