



Health & Safety Policy for Supplementary Schools

Name of School: **Manchester Sudanese Supplementary School**

1 General statement

Manchester Sudanese Supplementary School (MSS) is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work 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 and visitors, and to co-operate with the management committee 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 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 **MSS** 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 management committee. The management Committee shall appoint one person, who will take the responsibility for drawing to the attention of the management committee, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.



2.2 Delegated responsibility

Rania Abdelgadir is responsible for ensuring that the health and safety policy is carried out within the school. In particular, they will be given delegated responsibility for:

- carrying out regular safety inspections and risk assessment in all areas utilised by MSS .
- 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, executive committee and staff any new legislation on health and safety relevant to the work of the MSS.
- drawing to the executive committee 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 MSS'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 Rania Abdelgadir.
- co-operate with the management and the health and safety officer, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to Amani Mohamed (head teacher) within 24 hours of any accident occurring:
 - on the premises
 - off the premises, while acting on behalf of the MSS.



- bring to the notice of Amani Mohamed any potentially dangerous circumstances that the employee is unable to put right.

2.4 Review

Amani Mohamed in conjunction with [**Rania Abdelgadir**], will keep this policy under constant review to reflect any changes in legislation .

3 General arrangements

3.1 Accidents, near-miss occurrences and hazardous

The Sudanese Supplementary School has a health and safety accident book located in the main reception area and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to Rania Abdelgadir. 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 Rania Abdelgadir to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring. Rania Abdelgadir is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (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 and suitably replenished in time sensitive manner in main reception area.

A trained first aider is always available.

3.2 General fire safety

The Agency is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills. also holds a fire certificate for the building. All staff must also read and understand the fire procedure.



3.3 Register

A register must be taken for everyone who is in the building including name, time of entering and time of leaving. [Rania Abdelgadir] must ensure that the register is available for all to complete and to be taken with them in the situation of evacuation.

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 the Sudanese Supplementary 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 the Sudanese Supplementary 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 the Sudanese Supplementary School's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to the Amani Mohamed and Rania Abdelgadir 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 Amani Mohamed or Hind Gaily] at the first opportunity. Where practicable and reasonable, the Sudanese Supplementary School will seek to provide assistance to the employee.



- The Sudanese Supplementary School will do all it can to eradicate problems relating to stress at work.

Signed on behalf of the provider: *Rania Abdelgadir*

Name of signatory : Rania Abdelgadir

Reviewed on: 25/09/2024

Date to be reviewed: 25/09/2025

