



MARATHON SCIENCE SCHOOL



Health and Safety Policy

Reviewed on: 15rd September 2021

Next Review: 14th September 2022

Uzeyir Onur

Headteacher

GENERAL STATEMENT

The health and safety of our employees and students is our paramount importance. We aim to provide and maintain safe and healthy working and living conditions, equipment and systems of work for our all employees and students to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be, implemented following the identification of work related hazards and assessment of the risk associated with them.

We recognise the importance of employer-employee, administration-student consultation on matters of health & safety and the value of individual consultation prior to allocation specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed particular. Responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health & safety documents and records.

Expert advice will be sought as necessary when determining health & safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and students and all other persons who use the premises e.g. contractor, visitors, students.

The contents of this statement will be kept up-to-date to reflect the changes in the nature of the activities and the size or complexity of the organisation. We will review its effectiveness as appropriate and in any case, at least annually.

ORGANISATION

A. Introduction

Established in 1983, the Seven Hills Educational Trust offers educational, religious and holistic services to Turkish speaking people, from schooling and hostel facilities for private students, to conference halls and mosque for the general public.

The SEVEN HILLS EDUCATIONAL TRUST has developed a Health & Safety Statement, detailing policies that ensure the welfare of all staff, pupils and visitors to the premises, to the best of its ability. This document also includes prescribed procedures to be followed in the event of an emergency.

The following guidelines are in accordance with Health & Safety regulations and are reviewed annually. They should be used as a reference by all management and senior personnel.

B. Key to references

Throughout this document, the title *SEVEN HILLS EDUCATIONAL TRUST* refers to the entire Seven Hills Educational Trust.

All policies detailed in this document are organization-wide except where referenced by individual school names i.e. Marathon Science School

Suleymaniye Cultural Centre accommodates Marathon Science School Boarding House.

School Governing Body

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- ☐ To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.
- ☐ To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Orders, Regulations or Guidance, so far as is reasonably practicable.
- ☐ To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- ☐ To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- ☐ To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- ☐ To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- ☐ To receive through the Head teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- ☐ To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- ☐ To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- ☐ To receive reports from the Headteacher and responsible person for Health and Safety and to receive minutes of the committee and to confirm or recommend the appropriate action necessary.

Headteacher

The head teacher has the following responsibilities:

- ☒ To ensure that all staff are aware of their duties and compliance with the PREVENT strategy.
- ☒ To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- ☒ To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- ☒ To establish and regularly review risk assessments (generic, specific and fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- ☒ To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- ☒ To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- ☒ To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- ☒ To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- ☒ To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- ☒ To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- ☒ To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- ☒ To encourage and support the health and safety training for school staff and pupils.

☒ To receive recommendations from staff, governors and outside providers regarding health and safety and to confirm, or recommend, the appropriate necessary action to be taken.

☒ To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.

☒ To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.

☒ To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfE.

☒ Risk assessments are conducted for all work and after-school activities and information on the risk assessments is disseminated to relevant persons.

☒ To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.

☒ To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.

☒ To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.

☒ To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

ARRANGEMENTS

A. Sign in procedures

It is the responsibility of the Duty Receptionist to ensure that all incoming persons to the Centre (whether staff, pupils or guests) are recorded in the relevant register:

- Sign in book for staff
- Daily register for pupils
- Sign in book for visitors .

The duty receptionist should also ensure that visitors are provided with visitor badges for identification.

All departures from the premises must be recorded accordingly. This ensures that a fully up-to-date record of all bodies on the premises is maintained at all times, in case of emergency or evacuation.

B. Contractors and visitors

The SEVEN HILLS EDUCATIONAL TRUST employs a number of measures to ensure the safety and well-being of contractors and visitors to the site:

Such persons may include contractors, builders/maintenance/repair workers, voluntary personnel and visitors. Contractors should be booked through a reputable source – a contacts book may be found at reception. Visitors to the Mosque do not usually have access to other SEVEN HILLS EDUCATIONAL TRUST facilities but should be treated as visitors if they do.

It is the responsibility of the SEVEN HILLS EDUCATIONAL TRUST to ensure that all areas to which visitors and members of the public have access are clearly signposted. This should be remembered for marriages, conferences and other large-scale public and private activities within the premises.

- All contractors and visitors must report immediately to reception. There must be no admittance to the site without registering at reception. There may be no admittance through any other entrance to the site.
- It is the responsibility of the reception manager to ensure that all visitors sign in to the designated Visitors Book. This book must be maintained regularly and easily accessible in case of evacuation procedures.
- All contractors/visitors must wear a name badge clearly displayed at all times when on site.
- Where possible, a member of staff should accompany visitors in and around the premises. Where this is not feasible (long-term contractual work etc) visitors should be briefed on SEVEN HILLS EDUCATIONAL TRUST fire policy and evacuation routes. (In such instances, visitors should also be briefed on how to contact a member of staff in case of accident or emergency)

CONTRACTOR & VISITOR ACCIDENTS IN THE CENTRE

The SEVEN HILLS EDUCATIONAL TRUST is fully insured against public liability. Emergency procedure in the event of an accident on the premises is as listed on page 7. All accidents should be recorded in the Centre's Treatment Record and Accident Book, located in the Secretary's office on the fifth floor.

C. Accidents in the Centre

INITIAL ACTION

Emergency action in the event of an accident in the Centre must include the following:

- Establish the extent and severity of the incident and whether any injury has been incurred.
- Ensure the area is safe e.g. isolate any electrical equipment and, if necessary, clear and seal off the area to preserve the scene for investigation.
- Provide first aid and, if appropriate, contact the ambulance service.
- The Duty Manager must investigate the cause of the accident and record their findings.
- Take all necessary remedial action to prevent recurrence. Action required beyond Centre control must be sent to the appropriate authority e.g. Maintenance.
- Obtain a statement from any witness to the accident. Take details of the home address of any witness who is not a Centre's employee. The witness may later be required to make a formal statement if further investigations are made by the local Environmental Health Officer, Company Safety Officer or Centre Insurance.

Duties of the "Responsible Person"

The law requires that all accidents and dangerous occurrences, in particular notifiable incidents, must be investigated and reported by the "responsible person".

INJURIES

- Every assistance should be given to the injured person. Arrangements should be made for the person to be taken to hospital, or home as appropriate.
- NEVER LEAVE A CASUALTY ALONE.

Injury Reporting

A record of any accident (however minor) must be promptly entered in the Treatment & Accident Book.

It must also be brought to the attention of the Duty Manager as soon as possible.

Claims for Compensation from Customers etc.

Receipt of a claim letter will be acknowledged and, if appropriate, referred to Centre Insurers.

- Centre Management should not enter into correspondence with Claimants or Solicitors acting on their behalf.
- Any requests made by Insurance Companies or Solicitors Representatives to visit the Centre must be approved by the Organisation Safety Department.

On occasions, the Customer may state or imply that a claim will be forthcoming, whilst still in the Centre. In responding to this situation, Staff should consider the following:

- It is the right of any person to make a claim against the Company.
- It is not necessary or desirable to encourage a Customer to do so.
- Remain non-committal regarding the success of potential claims.
- Do NOT suggest Organisation liability.
- Refrain from comments that could compromise the Organisation's position.
- Claims for injuries cannot be dealt with at branch level.
- No claim can be made on the Customer's behalf by Centre staff.

Any person injured on SEVEN HILLS EDUCATIONAL TRUST premises has up to three years in which to submit a claim for compensation. It is important, for this reason, that the situation is fully investigated and recorded at the time of the accident.

Claims for Compensation for Injury - Employee

All such legal correspondence should be sent immediately to the Organisation Safety Department. The Centre Manager must not respond personally. If, for example, a Solicitor / Official personally visits the Branch seeking information on such a case, the Centre Manager should ask them to contact the Centre's Insurers.

Visits by Insurance Representatives

Any such visits to assess compensation claims will be arranged and notified by Insurers of the Centre's Safety Department.

NOTIFIABLE ACCIDENTS: STATUTORY REPORT PROCEDURE

Reportable Major Injuries

- Any fracture other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

NB. An accident resulting in a visitor being taken to hospital by any means, is also

considered reportable to the local authority.

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3 Day Injury

An Over 3 day Injury is one which is not major (see above), but which results in the injured person being away from work or unable to do their normal duties for more than three consecutive days.

- The three days does not include the day of the accident, but does include any days which would not have been working days.
- An Over 3 days Injury only applies to injuries resulting from accidents (including an act of physical violence) to people who are at work, i.e. members of staff and self-employed persons working on our premises. This type of injury does not apply to visitors.

Reportable Disease

Reportable Diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis and skin cancer.
- Lung diseases including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as leptospirosis, hepatitis, tuberculosis, Legionnaires and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders and hand-arm vibration syndrome.

Note: A full list of reportable diseases is held by the Secretary on the fifth floor. The Secretary should be contacted if the Centre is notified by a doctor that a member of staff is suffering from a reportable disease.

Dangerous Occurrence

Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel (pressure system) or associated pipework.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Unintended collapse of a wall or floor in a place of work.
- Explosion or fire causing suspension of normal work for over 24 hours.

ELECTRIC SHOCKS

Instances of persons receiving shocks from any equipment or wiring installation in the Centre will be subject to normal accident recording procedure.

- Isolate the equipment and when it is safe to do so, give medical aid required to the injured person.
- Record the facts which led to the incident (with names and addresses of witnesses etc) and then report by telephone to the Secretary (or Reception if unavailable) recording the date and time: Secretary's office is located on the fifth floor on ext.560.
- The equipment must be taken out of service and labelled as "Out of Order: DO NOT USE" with the name of the person removing from service and the date.
- The equipment in question must not be used until clearance is given by a technically competent person, able to conclude the cause and supply the advice necessary to effect a remedy. A full written report will be sent by the competent person to the Centre Manager.
- Retain a full record of the incident and, if necessary, comply with the instructions relating to the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995"

ACCIDENT REPORTING CHECKLIST

Each branch must retain two copies of a plasticised checklist reference sheet which outlines, in summary form, the key steps to be taken following an accident or dangerous occurrence.

All management must be briefed about the details of this checklist and Centre Managers must ensure that the two copies are retained in clearly defined locations in the Centre for immediate access for reference purposes:

CENTRE SAFETY DEPARTMENT INTERVIEWING POLICY

Purpose and Objectives

The overall objective of the Centre Safety Department (CSD) interviewing policy is to enable the CSD to conduct all investigatory interviews with consistency which enables the Centre to fulfil its statutory obligations. It is recognised that the policy must be designed in such a way that it meets the different requirements of every individual investigation.

Principal aims

The SEVEN HILLS EDUCATIONAL TRUST policy should be able:

- To meet legal requirements of investigating accidents and incidents.
- To have adequate information to prevent prosecution and ensuring that current Centre procedures are comprehensive and meet the needs of the business.
- To minimise financial costs and to prevent re-occurrence of that type of accident.
- To provide operational guidelines for the CSD.

The objective of the investigatory interviews is that it should be conducted in an impartial manner, to obtain the facts from all interested parties in order that recommendations can be made to ensure appropriate corrective measures are taken.

INTERVIEWS

There are two types of interview which can be conducted, informal and formal. The CSD will decide and advise Management which type of interview will be undertaken. All interviews will be conducted in a professional and sensitive manner.

Informal interviews and statements are where the person being interviewed is asked to describe the events which took place, the details are recorded and the statement would be the transcript of that account.

Formal interviews and statements are more structured. The person being interviewed would be asked if they would like to nominate a person to be present during the interview. The interview would be a series of questions. The statement would comprise of those questions and the answers given in a Q & A format.

Interviewing Injured Persons

After an accident has occurred, if the injured person is going to return to work within 5 days the Centre Safety Officer (CSO) will conduct the interview upon their return to work.

If the injured person is going to be off work for more than 5 days but would be at home, the CSO would arrange to either visit the individual at home with their consent or arrange for the individual to attend their work location.

If the injured person is hospitalised then the CSO would seek permission from both the hospital and the individual for an informal interview to be conducted. If permission is refused by either party then the CSO would seek permission every 3 days after that until consent was given by both parties.

Interviewing Other Persons

After an accident has occurred other persons may be required to be interviewed. These will normally take place at the work location.

Arrangements

After the CSO has decided what type of interview will be conducted and who will be interviewed the CSO will liaise with Management and the appropriate Personnel function to ensure that dates, times and locations of the interviews are co-ordinated. Individuals will be notified of the arrangements by the Centre Manager.

A room should be made available for the interviews to ensure privacy.

Documentation

All statements will be held in the Accident File, stored in the Secretary's office on the fifth floor, which may be reviewed by external agencies (i.e. insurance companies etc)



MARATHON SCIENCE SCHOOL

D.



Medical Emergency Policy

Reviewed on: 3rd September 2020
Next Review: 2nd September 2021

Uzeyir Onur
Headteacher

Aims:

The aims of this policy is set out the required procedure after an accident and medical incident.

Objective:

Our objective is to safeguard pupils and staffs' health by following procedures and recording accurately to enable to be monitored.

Accidents:

When children or adults are hurt as a result of an accident.

Incidents:

Occurrences that significantly affect the running of the school. (fire, flood etc)



MARATHON SCIENCE SCHOOL

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First Aid Policy

Reviewed on: 3rd September 2020
Next Review: 2nd September 2021

Uzeyir Onur
Headteacher

Marathon School is committed to providing adequate and appropriate First Aid training throughout all areas of the school.

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid. This is in line with DFES guidance *“Managing Medicines in schools and early years settings – March 2005”*

1. Responsibilities in Brief

The Trustees are responsible for the health and safety of employees, students and of all those on the school premises.

The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The Trustees should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements;
- Information for employees on first-aid

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The Headteacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities, personnel, monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best common sense and the best of their ability, at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

2. First Aiders

The Headteacher in conjunction with the Board will ensure that First Aider/s are available on-site all the time. All First Aiders must complete a credited training course. The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

Providing Information

- All staff, pupils and visitors to the school are informed as appropriate of the first aid arrangements.
- Notices are clear and easily understood and displayed in prominent places.
- Induction programmes include first aid information and it is also included in staff and parent handbooks.
- All staff, pupils and visitors should know how to contact a first aider from **any area** of the school.

3. Appointed person

The Trustees will appoint a person as 'Appointed Person'. The appointed person will be a first aider :

- take charge when someone is injured or becomes ill;
- look after the first-aid equipment e.g. restocking the first-aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

4. Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents log book, kept at the office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

All first-aid incidents must be recorded by first-aiders in the first-aid logbook.

5. Equipment

The school has two first-aid containers.

They are located in:

The first aid boxes are placed in admin office and medical room in day school.

The first aid boxes are in kitchen, library and medical room at boarding.

Standard First Aid Boxes (and Snatch Box)

To contain:

Guidance Leaflet	Extra Large Lint Dressings
Medi Fresh (Pack 10)	Washable Plasters Pack 20
Blunt Ended Scissors SiS	No. 16 Eye Pads
Finger Stalls (Pack 4)	Triangular Bandages
Personal Protection Pack	Safety Pins (Pack 12)
Life Aid	No.8 Lint Dressings
Washable Finger Tip	No.9 Lint Dressings
Eye Wash Station Sign	Eye Solution
Eye Wash Bracket	

For off site visits, a travelling first aid kit is available. Basic first aid boxes are strategically positioned around the school and restocked regularly by the designated person.

6. REPORTING ACCIDENTS and RECORD KEEPING

Procedure

If administration of first-aid is required, staff/pupils should immediately call for/inform the appointed person. The appointed person will then take charge of the situation, summoning a first-aider if need be. The first aider will then administer first-aid if appropriate; the medical room should be used if required. The appointed person and first-aider will decide whether the emergency services are to be called, in which case the appointed person will do so. The reporting member of staff/pupil and the first aider should record the incident logbook, and the appointed person should inform the Headteacher of the incident and its outcome. If the incident involves a pupil, the Headteacher will ensure that the parent/carer of the pupil is informed, and report it to relevant bodies if necessary (see 'Guidance on First Aid for Schools', DfEE publication).

The school keeps a record of treatment given by first aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class, home or hospital
- Name and signature of the first aider dealing with the incident.

In the case of any serious or significant incident, the parents are contacted by telephone and recorded

The members of staff should be aware of any particular hazards in the subjects they teach of activities they supervise and should have appropriate training and access to first aid kits (pe, science).

Staff will use gloves when treating pupils and appropriate cleaning materials and disinfectants, will be used to clean up spillage bodily fluids.

Pupils with medical conditions such as epilepsy, allergies and asthma should be identified. All staff should be aware of their conditions and alert to Director for prompt action. (See separate policy)

ADMINISTRATION OF MEDICINE POLICY and GENERAL PRINCIPALS

The Governing Body recognises that many pupils will, at some time, need to take medication at school. The school acts in 'loco parentis' for all boarding pupils and has a duty of care to do all that is reasonably practicable to safeguard and promote the pupils welfare.

While parents of day children retain responsibility for their child's medication, the school has a duty of care whilst they are at school.

Responsibilities

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Headmaster will implement this policy and report, as required, to Seven Hills Trust.

Medication will normally be administered by the School Designated person.

Administration of Medication

Medication will normally be administered by the School Designated person.

Prescription medications will be deposited with the house master who will be given full directions on administration and dosage of medication. Pupils will not be allowed to have prescription medication in their possession, and every attempt should be made to limit the possession of other medication (e.g. Paracetamol, medication from home or abroad)

The school will stock a variety of over the counter medication.

Aspirin or aspirin based products should not be used by anyone under the age of 12yr.

Lockable medicine cabinets are installed in each building, where basic home remedies are kept. In the event of a pupil feeling unwell, it would be seen as negligent if these remedies are not offered to pupils.

All medicines have to be confiscated from pupils and checked by the Marathon School.

Only medicines prescribed by the GP should be administered. This will be clearly labelled with pupils name and dosage details.

In the event that medicines have been prescribed by a Doctor from another country, and documentation has been provided with it.

Boarding pupils who are ill may need to be sent home to their parents/guardians.

Action to be taken by Housemaster

Staff must make every effort to ensure Medicines are collected in from all pupils. It is a requirement that an up to date Medicine Log Book is kept to record medicines taken by pupils.

1. This should log:

Pupil's name

Medicine given

Dosage

Date and time given to pupil

Pupil's signature

Staff's signature

At the end of each term the Medical Centre will check medicine cabinets and record books.

In the event of a medicine such as Ritalin, or Concerta, a ward Register of Drugs Controlled in the misuse of Drugs Act (DDA book) must be completed. The medicine must be clearly labelled and locked in the locked cabinet. The amount of tablets at the beginning of term must be counted and recorded in the book, each time they are dispensed they are counted and the balance recorded. The pupil and staff must both sign.

All staff are expected to maintain professional standards of care. Staff are in Loco Parentis whilst pupils are boarding, so therefore take on the parents responsibility.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with School Designated person what can be done before a decision can be made.

The Headmaster, or person authorised by him, will decide whether any medication will be administered in school, and by whom.

In consultation with the Headmaster and anyone else the Headmaster deems necessary, will draw up a healthcare plan.

Medical Care during the school

A separate form (same details) must be completed for each medicine to be administered.

The School Designated person will follow the same procedures as the boarding and will communicate any medication administered at the end of the day.

Long-term Medical Needs

The Governing Body and Headmaster will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Headmaster also reserves the right to discuss the matter with the School's Doctor.

Records of administered medicines

The School Designated person will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- Name of the student
- Date and time of the administration
- Who supervised the administration
- Which medication
- How much was given

The School Designated person will ensure that the medical record logs are filled in and checked regularly.

Vaccinations and Immunisations

No form of vaccination or immunisation will take place unless the School Doctor has parental consent.

FIRST AID BOXES

Small First Aid boxes with basic supplies are issued to each building. In the event of supplies needing restocking, the designated person should purchase the required medication. At the end of each term the First Aid boxes will be replenished.

MEDICINES

Lockable Medicine Cabinets and fridges have been installed in each building. Medicine will be kept according to instructions on the packages. Each building will have a basic stock of home remedies to be given in the event of a pupil feeling unwell.

SIMPLE LINCTUS

USE: Relief of cough. Soothes the airways

DOSE: Over 12yr. and adults' one 5ml spoonful 3 – 4 times daily.

Not to be used in pregnancy, liver disease, epilepsy, brain injury or disease.

If accidentally taken too much, seek DR's advice. Discard any unused linctus 2 months after first opening bottle.

STREPSIL LOZENGES

USE: Eases sore throat.

DOSE: Dissolve one lozenge slowly in mouth every 2 – 3 hours

May occasionally cause allergic reaction including asthma.

(This is more common if allergic to aspirin)

PARACETAMOL (500mg)

Headache, migraine, sore throat, toothache, rheumatic pains, fever aches and pains of cold/flu.

Children over 12yr and adults. 1 – 2 tablets dissolved in water every 4 – 6 hours as required.

Up to a maximum of 8 tablets in 24 hours.

Consult DR first if any kidney/liver problems or known allergies to Paracetamol in past. Also if taking other medication containing Paracetamol. Or medication containing Non-steroid anti-inflammatory agents. I.e. aspirin/Ibuprofen.

If stated dose is exceeded seek Drs Advice or contact A/E department.

CALPOL (JUNIOR LIQUID PARACETAMOL)

USE: Pain relief – reduces temperature

DOSE: Children 6 – 12 years. 5 – 10 mls every 4 – 6 hours

Adults and children over 12yrs. 10 – 20 mls every 4 – 6 hours. Maximum 4 doses in 24 hours.

Consult Dr. if taking other Paracetamol based medicines history of kidney or liver problems or taking anticoagulants/anti convulsants.

Seek immediate medical attention if overdosed

ANTHISAN CREAM

Local pain from insect bites, stings and nettle rash. Ease itching and inflammation. Do not use if skin is broken or has a history of eczema Apply to affected part as soon as possible after sting/bite. Can apply 2 – 3 times a day for up to 3 days.

SAVLON ANTISEPTIC CREAM

Cleanses and helps prevent infection in first aid and minor skin problems. Mild skin healing cream. Cool and soothing Apply to affected are as needed.

DEEP HEAT RUB

Relief from muscular aches, backache and sciatica. For bruises and sprains. Adults and children – gently massage into affected area until absorbed 2 – 3 times daily.

Do not use on broken skin.

RENNIES

Indigestion remedy. Also relieves heartburn, gastritis, flatulence, upset stomach and biliousness.

Adults - 2 tablets sucked or chewed as required. Maximum 16 tablets a day. Children 6 – 12 yrs. - 1 tablet when required. Maximum 8 tablets in 24hours

Kwells/Joy-Rides

Appendixes:

1 – Medical Details Form

2 – Medical Consent Form

3 – List of First Aiders

**Appendix I – Medical Details
Form**



Marathon Science School

1-9 Evelyn Street,
London, SE8 5RQ.
Telephone: 02072313232
Fax: 02072523680
www.marathonschool.com

Medical details

The information on this form will be seen by the School's bursar and the Chair. Except as directed by your child's doctor, no medical condition or handicap will be an automatic bar to your joining Marathon, however it is important for the school to know about such conditions which may in some way affect the wellbeing of the pupil or of those around. Parents are also required to advise the school of any changes in health or fitness whilst at Marathon.

Name of Child in Full: _____

Has your child been immunized against diphtheria? YES NO

Has your child ever had or is suffering from:-

Chicken-pox: _____	Epilepsy: _____	Scarlet fever: _____
Whooping cough: _____	Mumps: _____	Diabetes: _____
Whooping cough: _____	Measles: _____	Hepatitis: _____
German measles: _____	Asthma: _____	Mental illness: _____
Joint or back injuries: _____	HIV/AIDS: _____	

Has your child been treated by a consultant for any illness, physical or mental, in the last five years?

YES (please give details) NO

Any adverse reactions to medication:

Any conditions which affects mobility, strength or fitness:

Does your child have to avoid any food, household products, toiletries, insects, plants or animals because of allergy intolerance? YES (please give details) NO

Please add here any other information concerning your child's health which has not been covered by the above questions. _____

I declare that the information given above is to the best of my knowledge and belief correct and complete.

Signature of parent: _____ date: _____

Appendix 2 – Medical Consent Form



**MARATHON
SCIENCE SCHOOL**

1-9 Evelyn Street,
London, SE8 5RQ
Tel: 02072313232
Fax: 02072523680

www.marathonschool.com

MEDICAL CONSENT FORM

NAME		SURNAME	
YEAR		DOB	/ /

I give my permission to Marathon Science School to take my child to the GP, A&E, dentist and opticians for his regular check-up (or in emergencies) and dispense non prescribed medication such as paracetamol.

Parent / Carer:

NAME			
SIGNATURE		DATE	/ /20

For any other medical issues, on each occasion permission will be asked from the parents/carers. This may be done over the phone.

Appendix 3 – First Aiders



FIRST AIDERS

Designated First Aiders:

LOCATION	NAME
At Boarding	Selman Dural
In School	Fatih Akcay

First Aiders:

NAME	LOCATION
Selman Dural	Boarding - 3rd Floor
Fatih Akcay	School – 1 st Floor - Admin

E. Food Safety

INTRODUCTION

Food contamination may occur when food is not stored/cooked properly or prepared in unhygienic conditions. It is essential to reduce the risk of poisoning and protect the health of staff and students in the Centre.

The SEVEN HILLS EDUCATIONAL TRUST is authorised to process and serve food to staff, students and visitors and as such is covered by the Food Safety (General Food Hygiene) Regulations 1995 and legally bound by its conditions.

In order to ensure standards of hygiene and food safety that meet regulation requirements in all areas of food preparation, the SEVEN HILLS EDUCATIONAL TRUST has introduced and implements an “*Assured Safe Catering*” system.

Because the SEVEN HILLS EDUCATIONAL TRUST prepares and provides food for Muslim people, it is a requirement that all staff handle food in accordance with *halal* practices. This should be noted in all food preparation policies throughout this document.

The SEVEN HILLS EDUCATIONAL TRUST employs a full time staff of trained and certificated catering personnel. No unqualified personnel may be admitted to food preparation areas without permission of the responsible person.

- It is the responsibility of the Centre Manager to ensure there is adequate staff provision at all times of food service.
- All personnel working within the Centre must hold the following certification: (CIEH) Basic Food Hygiene
- A record of any accident (however minor) must be promptly entered in the Treatment & Accident Book.

IDENTIFYING AND CONTROLLING FOOD HAZARDS

It is the responsibility of each staff member in food preparation areas to ensure that measures are taken to reduce the risk of accident or harm to staff and consumers.

Duties of the “Responsible Person” in food preparation areas

The responsible person must ensure that:

- Food is served in a hygienic way, in accordance with Food Safety (General Food Hygiene) Regulations 1995.
- The responsible person should inspect all food deliveries for signs of damage or expiration before storage and/or consumption.
- Food is stored adequately in accordance with Food Safety (General Food Hygiene) Regulations 1995 (i.e. all perishable ready-to-eat foods such as meat or fish products are stored between +2 °C and +4 °C. Foods to be stored for longer term consumption should be clearly labelled and stored in deep-freezers according to manufacturer expiry guidelines.)
- Food to be kept at room temperature is shelved adequately and used accordingly.
- There are appropriate facilities for personal hygiene; adequate washing facilities are available and lavatories do not lead directly into food handling areas.
- Ventilation systems are implemented whilst cooking.
- Refuse and food waste is controlled, kept covered and stored to prevent pest and/or bacterial contamination.
- The SEVEN HILLS EDUCATIONAL TRUST observes adequate pest-control measures.
- Food waste from preparation areas should be deposited in external refuse containers every night.

FOOD PREPARATION

Contamination of food can occur at all stages of food preparation so it is important that hygiene regulations regarding the handling of food are observed.

- Food should only be prepared, treated or processed in designated places.
- All food preparation surfaces must be clean and hygienic.
- Hands should be routinely washed when handling food.
- Suitable clean and - where appropriate - protective clothing should be worn.
- Maximum personal hygiene should be observed by all staff members.
- Food should be prepared using appropriate tools e.g. meat knives are stored separately from vegetable knives, *halal* regulations are observed and equipment must be colour-coded to minimise confusion.
- All large meats (steaks, burgers, chicken) must be cooked thoroughly to a maximum temperature of 75°C. Hot foods must be stored at a minimum of 63°C and if necessary, food must be re-heated to a minimum of 75°C. Foods should be served as soon after cooking as possible.
- Rooms where food is prepared, treated or processed should have adequate facilities for washing food and equipment.
- All food preparation and service areas must be thoroughly cleaned every day with an intensive clean of cooking equipment and storage facilities at least every two weeks.
- The SEVEN HILLS EDUCATIONAL TRUST has a strict NO SMOKING policy. In particular, smoking is NOT permitted in any food handling areas.

NB: The SEVEN HILLS EDUCATIONAL TRUST will not tolerate any breaches of regulations (whether wilful or accidental) and those staff that are found to have done so will face disciplinary action.

F. Fire Safety

ASSEMBLY POINTS

The fire assembly point for Suleymaniye Cultural Centre is at the far side of Laburnum Street (opposite the car park).

The fire assembly point for Marathon day school is opposite of the main entrance on the corner of Croft Street.

RESPONSIBILITIES

The Centre Manager has overall responsibility for the safety and evacuation of staff and pupils within their Departments. In his absence, the Secretary has responsibility for ensuring that staff and pupils are evacuated safely from the premises.

It is also the Centre Manager's responsibility to hold the school registers, Visitor's Book and staff sign-in records (see page 6).

The SEVEN HILLS EDUCATIONAL TRUST operates a 'fire warden system', with appointed senior pupils and staff responsible for various students and departments. These nominated fire wardens will be responsible for evacuating staff and pupils from their sections of the Department and must present daily register records upon evacuation.

TEMPORARY STAFF

It is the responsibility of the Duty Receptionist to ensure that visitors and contractors are made aware of the action to be taken in the event of fire on their first day — including details of the nearest fire exits and assembly points.

SIGNAGE

Fire exit routes and evacuation procedures can be found on the backs of all dormitory and guest room doors. It is the responsibility of the Duty Receptionist to ensure that all residents or visitors are briefed on the location of this information.

Additionally, adjacent, or close to, all main exits and walkways there is sited a floor plan with clearly marked exit routes.

PRE-PLANNING FOR EVACUATION

The Centre Manager and Secretary must:

- Hold a search plan for the building.
- Know the whole of the means of escape for the building and consider evacuation arrangements particularly for disabled persons.
- Understand the assembly point location and the need to remove public and staff in the event of a serious fire developing.
- Prepare to advise the Fire Brigade upon their arrival of the location of utility services, fire alarm panels, sprinkler stop valves.
- Have allocated staff and senior pupils for ALERT fire alarm duties i.e. opening of fire doors and evacuation of disabled and young persons.

PROCEDURE IN THE EVENT OF DISCOVERY OF FIRE

- Inform the Receptionist of the location and details of the fire.
- Keep any escape route clear. When leaving the scene of a fire, close all doors behind you. If possible close windows.
- Dial 999 to summon the Fire Brigade.
- Turn off any dangerous machinery if nearby.

ON HEARING THE GENERAL ALARM (continuous sounding of the fire alarm)

- Staff and pupils must leave via the nearest fire exit (see Location of Fire Exits).
- Persons must not pause to collect coats or personal belongings.
- The lift is NOT to be used.
- Department Heads or senior persons (fire wardens etc) must ensure that all persons are evacuated from their areas. They should then collect any registers (if relevant) and, after verifying the area is clear of staff, take themselves and any registers to the assembly point. (see page 27)
- Department Heads or senior persons must ensure that meeting rooms are cleared and (where situated within their areas) toilets and restricted areas are vacated.
- Fire fighting should NOT be attempted unless competent and trained on the correct use of equipment.
- All staff must proceed immediately to the Assembly Point, taking care when crossing the road.
- Appointed fire wardens should remain at all entrances to the premises to stop anybody from re-entering the building.
- If you are not in your department when the alarm is sounded you should go directly to the assembly point and report to the Centre Manager or Secretary. **DO NOT ATTEMPT TO GO BACK TO YOUR FLOOR OR BUILDING.**
- On arrival at the Assembly Point, department heads or senior persons must hand in any registers to the Centre Manager (or Secretary) to advise that all staff are accounted for, or (if not) who is missing.
- There should be no tampering with fire alarm systems until the fire brigade arrives.
- The Fire Brigade must be briefed on arrival.
- The Fire Brigade will check the alarms on their arrival and will conduct a thorough search of the building depending on the nature of the incident.
- The Centre Manager (or Secretary) will advise when it is safe to return to the buildings and no-one should attempt to do so before receiving this confirmation.

FIRE CHECKS AND TESTS

It is the personal responsibility of the Centre Manager to ensure that all fire checks are completed and recorded.

- The Centre Manager will check records on a monthly basis and initial the last entry.
- All fire check records are stored in the Secretary's office on the fifth floor.

GENERAL RESPONSIBILITIES (ALL STAFF)

- Ensure fire doors and escape routes are free from obstruction both internally and externally.
- Keep all internal doors, including all fire doors held on magnetic release devices, closed.
- All fire doors must remain unchained and immediately available for use.
- Staff must be vigilant to fire alarm local signals on repeater and the main panel.
- The use of background music must not inhibit the ability to hear alarm signals.
- Check that only authorised lighting, heating and electrical equipment is left on and that electrical equipment not in use is switched off at the plug.

DAILY RESPONSIBILITIES OF DUTY FIRE WARDEN

- Check externally to ensure that there is no storage of waste or combustibles closer than 6m from the building or structure. Check that combustible storage is no closer than 1m from any electrical panels.
- Fire exit doors are not held open/closed by any obstructions.

FIRE ALARMS

- Operate a different call point each week. (All must be checked over a 3 month period). Check that the alarm is audible throughout the premises. Follow Central Station procedures before sounding the test alarm.

- Record Fire Alarm tests in Fire Checks book.
- Test the closure of any fire doors held on magnetic door releases, the doors must close fully into their frames without obstruction or binding. Where pre-selectors are fitted to fire doors, ensure that they close in the correct sequence.

SPRINKLER SYSTEMS

- Test sprinkler system.
- Check all HEAT, SMOKE DETECTORS and SPRINKLER HEADS are clear from any obstruction.
- Emergency lighting. Operate and check on a monthly basis.
- Visually check all fire equipment every three months.
- For fire extinguishers, check position, condition and last maintenance date. All must be tested at 1/2 monthly intervals. Fire equipment must not be re-sited without the approval of the Centre Manager.
- Check the condition and operation of hose reels (except where sitting prohibits safe access). Check for correct winding.
- All checks should also be recorded in the Fire Checks book.

FIRE FIGHTING

Fire extinguishers

Fire and most appropriate types of fire extinguishers are:

Class A.

Class B.

Class Live Electrical.

Paper, Wood, Textiles.

Flammable Liquid.

Computer Equipment.

Ensure that all staff know the locations and precise method of operation for each fire extinguisher.

Multipurpose Foam

- Suitable for use on common fire risks such as wood, paper, textiles (class A fires) and flammable liquids (class B fires).
- Cools the fire and provides a film which prevents oxygen reaching the flames.
- Duration of approximately 40 secs with a range of 4-5 metres.

Water

- Suitable for use on common fire risks such as wood, paper, textiles (class A fires)
- Cools the fire and provides a film which prevents oxygen reaching the flames.
- Duration of approximately 40 secs with a range of 4-5 metres.

Carbon Dioxide

- Suitable for class B (flammable liquids) and live electrical fires.
- Smothers a fire.
- Duration of approximately 12 secs with a range of 3 - 4.5 metres

Fire Hose

- For use on paper, wood, textiles class A fires.
- Contained on 30 metre drums
- Unlimited water supply

Fire Blanket

- For use on all Class B fires, i.e. oil/fat fires (fryer/pan)
- For use on clothing fires.
- Lay on fire and leave in position, DO NOT REMOVE, isolate power supply.

#

Sprinklers (car park only)

Sprinklers are provided to comply with statutory building regulations and insurance requirements.

The sprinkler system will only operate if the temperature exceeds 155°F. (Heads containing fusible struts or rods operate at 165°C.) They will not be operated by a small fire nor are they able to detect smoke. When the first head operates, an alarm will sound. This indicates either:

- A fire.
- Damage to sprinkler head or range pipes.

Action must be taken in the following order by the Centre Manager:

- In all cases treat the incident as a fire and call the Fire Brigade. All sprinkler installations are interconnected to the fire alarm and Central Alarm Station by the operation of a flow switch. Despite this facility, a 999 call must still be made in all cases of continuous sprinkler operation. The fire alarm panel will show “Sprinkler Operation” coupled with simultaneous first stage fire alarm operation.
- Search for fire and carry out fire procedure (see Section E).
- If no fire is apparent, search for damage to the sprinkler system, then shut down main valve. (This will mean cutting the leather strap.)
- Follow instructions detailed for sprinkler installations out of operation.

Sprinkler Installations

Under certain emergency conditions - damage or repairs - the sprinkler system may have to be shut off.

The following precautions are to be taken whenever the Sprinkler Installation is out of operation, (including the tank and/or water supply):

- IMMEDIATELY inform the Fire Brigade, should they attend in response to a fire call to the premises.
- The Insurance Company must be advised whenever the sprinkler installation is out of action.
- Advise Maintenance Department who will make every effort to:
 - Carry out repairs as soon as possible.
 - Shut off the sprinklers for as short a time as possible.
 - To keep in operation as much of the installation as possible - particularly if the repairs cannot be completed in one day.
- The Centre Manager must be informed of the situation and must ensure that all other fire fighting equipment is readily available and in good order.

NB: Only the Fire Brigade may shut down the sprinkler main stop valve during a fire incident.

FIRE FIGHTING TECHNIQUES

If alone, raise the alarm before firefighting. If accompanied, one member of staff should operate the alarm and the other attempt to tackle the fire if safe to do so.

- Tackle only small fires, i.e. those which are capable of immediate extinguishing and provided you have received training. Leave a larger fire for the Fire Brigade.

- Use the correct fire extinguisher. Ensure that you are conversant with the fire equipment. If electrical equipment is involved, disconnect the supply.
- Get as close to the fire as possible. NEVER PUT YOURSELF AT RISK. Keep between the fire and a way out of the room or area.
- Do not open doors of a room that is suspected of being on fire.
- Aim the extinguisher/hose at the base of the fire.
- If outside, keep upwind of fire.
- If clothing is involved, roll the person on the floor wrapped in a fire blanket. Get medical help.
- If the fire will not extinguish quickly, evacuate. Leave the scene of the fire, closing any doors behind you.
- If the fire is out, remain at the scene to ensure it does not break out again. Fire blankets must be left in place for at least 10 minutes before checking. Ensure that the power supply is isolated.
- It is the responsibility of the Centre Manager to ensure that all equipment used is replaced or re-filled immediately.

REPORTING PROCEDURES

Irrespective of severity, any fire must be reported immediately to Reception and recorded in the Incident Record book, stored in the Secretary's office on the fifth floor.

G. Electrical Equipment

Staff, students and visitors may have access to electrical equipment throughout the premises. Namely:

- Computers and related office equipment i.e. printers, monitors etc
- Security systems
- Photocopiers
- Kitchen appliances i.e. kettles
- Television and video equipment
- Audio equipment
- Telephones

The SEVEN HILLS EDUCATIONAL TRUST recognises that electrical appliances, if not maintained, can pose serious fire and health hazards and imposes stringent regulations on the purchase, use and maintenance of all electrical tools and appliances.

- All new purchases must be from authorised dealers. The Trust will not permit the purchase of second-hand or used appliances unless from a reputable vendor.
- The SEVEN HILLS EDUCATIONAL TRUST maintains an inventory of all electrical equipment - all warranties, guarantees and receipts are to be filed with the Accounts department.
- The SEVEN HILLS EDUCATIONAL TRUST employs a trained electrician to inspect electric appliances and equipment on a regular basis, according to product warranty.
- Staff/visitors encountering difficulties with electrical appliances should move away from the appliance, notify reception, and if necessary, isolate the area to prevent any potential risk to others.
- No unqualified person should undertake to repair or adapt any electrical appliance without supervision by a trained member of staff.
- Never use any piece of equipment for anything other than its intended use.

H. Housekeeping

The SEVEN HILLS EDUCATIONAL TRUST offers a multi-function environment, with hostel, school, social and religious facilities available to both the general public and private bodies.

It is therefore vital that maximum cleanliness, hygiene and safety is maintained in all areas of the premises. The Centre believes in an ethic of personal tidiness. Staff and students are encouraged to keep their personal offices and bedrooms tidy at all times. All general areas (mosque, classrooms, bathrooms etc) are cleaned by students and staff on a roster basis.

- Cleaning activities that involve the use of toxic chemicals and fluids are restricted to older, trained members of staff.
- Protective clothing should be worn whenever chemicals and cleaning products are used.
- All cleaning activities are supervised by senior members of staff on both a regular and ad-hoc basis.
- Students are assigned computer equipment at the start of the school year. They are responsible for ensuring that the equipment is cleaned regularly and that technical problems or damage is reported to their line manager.
- Chandeliers are cleaned on a six-monthly basis by senior staff.
- Staff and students are responsible for ensuring that walkways, corridors and paths remain unobstructed at all times.
- Bed-linen is stored in a closed laundry room and beds are changed on a fortnightly basis (excepting accidents)
- Food preparation and service areas are maintained by trained catering staff (see page 24) to standard food hygiene recommendations.

NB: Potentially dangerous tasks (window cleaning etc) are actioned by trained professionals only.

I. Information, Instruction & Training

ASSESSMENT OF INFORMATION & TRAINING

A number of the operations conducted within the Centre are designated as potentially dangerous. Food preparation areas within the Centre house a number of potential hazards, namely:

- Industrial dishwasher
- Industrial deep fat fryer
- Industrial gas cookers
- Freezers

Because the SEVEN HILLS EDUCATIONAL TRUST provides hostel and school facilities for children, it is important that measures are taken to ensure that no unauthorised bodies have access to potentially hazardous equipment.

All food preparation areas are staffed on a full-time roster basis (see page 24) to minimise the risk of access. Should anybody have cause to enter food preparation areas (i.e. students, contractors, visitors, delivery drivers), it is the responsibility of attendant catering staff to ensure that they are supervised at all times.

TRAINING RESPONSIBILITY

- It is a legal obligation that all staff receive suitable information, instruction and training for all machinery and equipment.
- Therefore the Centre Manager has overall responsibility for ensuring all the training requirements on all equipment and machinery within the Centre are met. This includes training on any protective clothing that should be worn when operating hazardous machinery.
- To ensure the appointment of an adequate number of authorised instructors for all

'dangerous' machinery in the Centre (including the immediate appointment of the replacement required when an authorised instructor moves on from the Centre).

The Centre should liaise with training personnel at other branches to arrange the necessary training of new instructors prior to appointment.

NB: No member of staff should be permitted to use a dangerous machine until fully trained by an authorised instructor.

Such training should not be considered complete until both instructor and trainee are satisfied that the operation can be carried out to a safe and efficient standard.

NB: Refresher training programmes must be organised where necessary and training given for any new products, machinery etc.

When arranging the training of staff, the Centre Manager should be aware of the age limits for the operation of dangerous equipment.

When training is completed, documentation should be correctly completed, and personnel should ensure that the Health & Safety Record of the Training File is up to date and completed as follows:

- Entries should be made in ink.
- The machinery details must be manufacturer and model specific.
- The trainee and instructor's signature must be a full signature and not initials.
- Each line is an individual entry, all sections must be fully completed. Signatures and dates cannot be in blocks. Dittos must NOT be used.
- Errors must not be tippexed out - the entry should be crossed out with a single line and initialled.

Instructors are reminded it is a legal obligation to record all training given.

NB: The SEVEN HILLS EDUCATIONAL TRUST will not tolerate any misdemeanours within hazardous areas. Those staff found mishandling equipment, operating equipment without necessary training certification or authorising other un-licensed personnel to do so (students, visitors etc) will face disciplinary action.

J. Violence and Bullying

INTRODUCTION

The mosques at SEVEN HILLS EDUCATIONAL TRUST sites provide Muslim facilities that are open to the general public throughout daylight hours and at prescribed prayer times during the evening.

It is important to ensure the safety of visitors, staff and pupils to the best of its ability so the mosque is supervised at all times by a member of SEVEN HILLS EDUCATIONAL TRUST staff. All staff working in the mosque are fully briefed on emergency and evacuation policies.

Telephones and emergency contact numbers are positioned in the control room and the Imam's office. In the event of an emergency, staff should assess the level of threat and, determine whether it can be controlled with assistance from reception, or the police.

All incidents must be recorded in an *Incident Record* form, available from the Secretary's office on the fifth floor.

IN THE EVENT OF THEFT OR VANDALISM

- Donation boxes are fastened securely to minimise the risk of theft.
- In the event of discovery of theft or vandalism, the duty supervisor should immediately report any damage to reception.
- If a member of staff witnesses theft or vandalism taking place in the mosque, he/she should make no attempt to challenge the perpetrators but should attempt to leave the building immediately, so the alarm may be raised.
- Supervisors should NOT attempt to challenge the perpetrator or do anything to further antagonise or threaten the attacker (i.e. verbal abuse) as this may increase the danger.

IN THE EVENT OF THREAT TO PHYSICAL WELL-BEING THROUGH ASSAULT, ABUSE ETC.

- In the event of violence towards staff, pupils or visitors to the mosque, the duty supervisor should immediately contact reception for assistance. If the threat warrants stronger assistance, supervisors should dial 999 for emergency services and then notify reception as soon as possible.
- Efforts should be made to remove others from the threat, particularly children.
- Supervisors should NOT attempt to challenge the perpetrator or do anything to further antagonise or threaten the attacker (i.e. verbal abuse) as this may increase the danger.
- If the perpetrator leaves the building before assistance arrives, supervisors should attempt to make a note of any personal descriptions for resulting reports.

BULLYING WITHIN THE SCHOOL

The SEVEN HILLS EDUCATIONAL TRUST has a policy of equal rights for all students and staff.

The SEVEN HILLS EDUCATIONAL TRUST is committed to active opposition of all types of discrimination faced by people because of their race, colour, nationality, ethnic or national origins, sex, marital status, sexual orientation, disability or age.

The SEVEN HILLS EDUCATIONAL TRUST has a policy of equal rights for all people and will not tolerate the types of behaviour as outlined below:

- Discriminatory name calling; insulting remarks, jokes or threats.
- Writing such remarks on walls or other places.
- Encouraging other people to harass or discriminate against another individual or group.
- Supporting behaviour such as wearing racist or racist insignia.
- Bringing into premises materials such as leaflets and magazines which in any way support racist, sexist or other discrimination.

The SEVEN HILLS EDUCATIONAL TRUST actively encourages discriminated people to be active members of the management committee, and will establish practices and services that will actively encourage involvement of those discriminated against.

The Management Committee will, where appropriate, take advantage of any equal opportunities training available.

VICTIMS OF BULLYING

The SEVEN HILLS EDUCATIONAL TRUST operates as a close-knit community and it is important for new students feel part of this.

A 'buddy' system ensures that new students do not feel isolated in the crucial first few weeks of term. The 'buddy' - a nominated senior student – will ensure that the newcomer is introduced to his peers, shown around the premises and generally made to feel welcome.

Newcomers are encouraged to use their 'buddy' as both mentor and confidante until personal alliances and friendships can be developed. The 'buddy' will refer any difficulties to a higher level if he/she is unable to deal with the situation themselves.

K. Welfare in the Workplace

(Boarding House)

INTRODUCTION

To ensure the well-being of all staff, pupils and visitors within the premises, the SEVEN HILLS EDUCATIONAL TRUST provides adequate and appropriate washing and dining facilities, that conform to recommended standards as far as is reasonably practicable; namely:

Washing facilities

- Male and female toilets x 20
- Wash basins x 28
- Showers x 12

Adequate numbers of toilet and washing facilities (with clean hot and cold water) are provided with at least two toilet areas on each floor of the building.

Basement: 12 men

Ground floor: 3 ladies 3 men

First floor: 1 disabled

Second floor: 3 female & 1 disabled

Third floor: 6 male

Fourth floor: 8 male

Fifth floor: 3 male 1 mixed

Sixth floor: 1 mixed

Additionally, 8 rooms on the third, fourth, fifth and sixth floors have private en suite shower and toilet facilities.

- Toilet cubicles have lockable doors to ensure privacy (openable from outside in emergency).
- All toilet areas have non-slip matting to reduce the risk of injury and the Centre provides rubber slippers for wet areas (i.e. showers, bath areas etc).

- Toilets are cleaned and inspected daily on a roster basis and on an ad hoc basis by senior pupils and members of staff.
- Muslims who have come to worship have access to public washing areas inside entrances to the Mosque.

Eating and drinking facilities

There are three areas designated for dining within the premises, namely:

- Cafeteria (fifth floor)
- Communal student/staff dining room (ground floor)
- Tea room (fifth floor)
- Guests dining area (sixth floor)
- 5 drinking water fountains

The communal student/staff dining room on the ground floor with seating facilities for 120. Diners are served directly from the food preparation area and sit at fixed tables.

The cafeteria on the fifth floor provides refreshments during school term time at specific times.

The tea room on the fifth floor houses a kettle, cooker, refrigerator, storage cupboards and a washing area with seating for four people.

The dining area on the sixth floor houses a cooker, refrigerator, dishwasher, storage cupboards and a washing area.

Dining regulations

- Diners in the communal student/staff dining room and cafeteria must be supervised at all times by a senior pupil or staff member, working on a roster basis.
- Bowls are provided for used crockery, cutlery etc.

- It is the responsibility of the duty senior pupil or staff member to ensure that diners clear away their own plates, trays etc after their meal.
- All dining areas are cleaned and inspected daily on a roster basis and on an ad hoc basis by senior pupils and members of staff.
- Drinking water facilities are available in the main kitchen area (ground floor) and on the third and fourth floors.
- Sufficient waste bins are provided in all dining areas for the collection of refuse. These are emptied at the end of each day – more regularly where necessary.

NB: The SEVEN HILLS EDUCATIONAL TRUST has a strict NO SMOKING policy and smoking is not permitted in any area. Staff or pupils caught smoking will face disciplinary action and visitors who persist will be asked to leave the building.

L. Emergency Contact Details

SÜLEYMANIYE CONTACT DETAILS

In the event of an emergency, please state the full address:

Suleymaniye Cultural Centre, 212-216 Kingsland Road, Shoreditch, London, E2 8AX

Tel: 020 7684 9900

Emergency services (fire, ambulance, police):

999

Nearest hospital boarding:

The Homerton Hospital NHS Trust, Homerton Row, London E9 6SR

Tel: 020 8510 5555

Nearest hospital day school:

The Royal London Hospital

Whitechapel Road

Tel: 0207377 7000

Nearest police station boarding:

Shoreditch Police Station,

Tel: 02072531212

Nearest police station day school:

114 Amersham Vale SE14 6LG

Gas:

British Gas Priority Services Help-line, 0845 601 421

Gas Escape: 0800 111 999

Electricity: Emergency 0800 072 7282

Water: Emergencies Tel: 08456200800

Marathon School Lewisham Site CONTACT DETAILS

In the event of an emergency, please state the full address:

1-9 Evelyn Street, London SE8 5RQ

Tel: 020 7231 3232

Emergency services (fire, ambulance, police):

999