



## Health and Safety Policy

### Introduction

Al Madinah Online Secondary School is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. This Health and Safety Policy outlines the school's approach to managing health and safety risks and ensures compliance with UK health and safety regulations. Our goal is to provide a safe and secure online learning environment while also supporting the physical and mental well-being of our community.

### Aims of the Policy

- To ensure the safety and well-being of all students, staff, and visitors while participating in school activities, both online and offline.
- To prevent accidents and incidents by implementing safe working practices and procedures.
- To provide clear guidelines on how health and safety concerns should be reported and addressed.
- To ensure compliance with relevant health and safety legislation and best practices.
- To promote a culture of health and safety awareness across the school community.

### Roles and Responsibilities

- Headteacher: The Headteacher is ultimately responsible for ensuring the health and safety of all individuals within the school. This includes ensuring that all relevant policies and procedures are in place and that health and safety is prioritized in day-to-day operations.
- Designated Health and Safety Officer: The Health and Safety Officer is responsible for overseeing the implementation of the health and safety policy, conducting risk assessments, and monitoring compliance with health and safety guidelines.
  - Name:
  - Contact:
- Staff: All staff members are responsible for:
  - Following health and safety guidelines and procedures.
  - Reporting any potential risks or hazards to the Health and Safety Officer or Headteacher.
  - Ensuring that students are aware of health and safety expectations, particularly in the online learning environment.
- Students: Students are responsible for:

- Following health and safety rules, both during online classes and any in-person school activities.
- Reporting any health and safety concerns or incidents to a teacher or trusted adult.
- Parents: Parents play an important role in supporting the health and safety of their children by ensuring that their child's online learning environment is safe and free from distractions or hazards. Parents should report any concerns to the school as needed.

### **Online Learning Environment Health and Safety**

As an online school, the primary focus for health and safety is ensuring that the virtual learning environment is conducive to safe and effective learning. Specific measures include:

- Equipment Setup: Students must ensure their computer or device is set up in a safe, ergonomically appropriate manner. This includes ensuring that their workspace is comfortable and free from distractions, and that they have proper seating, screen height, and adequate lighting.
- Screen Time: Students should take regular breaks from screen time to reduce strain on their eyes and body. The school will provide guidance on how often to take breaks and how to practice good posture while studying online.
- Cybersecurity: The school will provide guidelines for keeping personal information secure while using online learning platforms and tools. This includes using strong passwords, avoiding sharing personal details, and recognizing phishing or scam attempts.

### **Physical Health and Safety for In-Person Activities**

In the event of any in-person activities (e.g., events, in-person exams, or meetings), the following physical health and safety protocols will be observed:

- Risk Assessments: Prior to any in-person event or activity, a risk assessment will be conducted to identify potential hazards and ensure that appropriate safety measures are in place.
- Emergency Procedures: Clear procedures will be in place for emergencies, such as fire drills or medical incidents. All participants will be made aware of emergency exits, first aid provisions, and evacuation procedures.
- First Aid: The school will ensure that there are trained first-aiders available during any in-person activities. Students and staff will be informed of who to contact in case of an emergency.
- Health Monitoring: If any in-person activity involves physical attendance (such as exams or meetings), the school will require that individuals do not attend if they are feeling unwell or have symptoms of infectious diseases, such as COVID-19.

### **Mental Health and Well-being**

Al Madinah Online Secondary School is committed to supporting the mental health and well-being of all students and staff:

- Mental Health Awareness: The school will provide resources and education on mental health, ensuring that students and staff understand the importance of well-being and how to seek support if needed.
- Well-being Support: Students and staff will have access to support services, including counseling or pastoral care, for those who may be experiencing stress, anxiety, or other mental health concerns related to their studies or personal lives.
- Workload Balance: The school will strive to ensure that students have a balanced workload and that deadlines are reasonable to avoid undue pressure or stress. Teachers will be trained to recognize signs of burnout and support students in managing their time effectively.

### **Reporting Health and Safety Concerns**

Health and safety concerns can arise at any time. To ensure a prompt response to any issues, the following procedures will be followed:

- Incident Reporting: All health and safety incidents, including accidents, near-misses, or hazards, must be reported to the designated Health and Safety Officer or the Headteacher. An incident report form will be available to ensure that all details are documented.
- Investigation: After an incident is reported, the school will investigate the cause and determine appropriate actions to prevent recurrence.
- Action Plan: The school will develop an action plan for addressing any identified health and safety issues and ensure that all staff and students are informed of any changes to procedures.

### **Health and Safety Training**

- Staff Training: All staff will receive regular training on health and safety protocols, including fire safety, first aid, and emergency procedures. This will ensure that they are equipped to handle any health and safety issues that may arise.
- Student Education: Students will be educated on basic health and safety principles, including how to use online platforms safely, how to maintain good posture during screen use, and how to manage stress effectively.

### **Compliance with Legal Requirements**

The school is committed to complying with all relevant UK health and safety legislation, including but not limited to:

- The Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health (COSHH) Regulations
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR)
- The Children and Families Act 2014
- Data protection laws, including the General Data Protection Regulation (GDPR)

### **Review and Monitoring**

This Health and Safety Policy will be regularly reviewed to ensure that it remains effective and in

compliance with legal requirements. The policy will be updated as needed based on feedback from staff, students, parents, and any incidents or changes in the law.

### **Conclusion**

Al Madinah Online Secondary School is dedicated to creating a healthy, safe, and supportive learning environment for all students and staff. By following this policy, we aim to minimize risks and promote the well-being of everyone in the school community.