

**This is the statement of general policy and arrangements for:**

**Rochdale Islamic Academy, Green Bank road , Rochdale**

**Overall and final responsibility for health and safety is that of:**

**Sohail Sarwar- governor**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

**Shamshad Iqbal**

STATEMENT OF GENERAL POLICY	RESPONSIBILITY	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	<b>Shamshad Iqbal</b>	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	<b>Mehnaz Kauser</b>	Staff given necessary health and safety induction and provided with appropriate training.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	<b>Shamshad Iqbal</b>	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	<b>Shamshad Iqbal</b>	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire checks and other necessary fire-related actions carried out by designated Fire Officers.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	<b>Osama Ameer</b>	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment, and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

<b>Health and safety poster is displayed:</b>	Administration Office		
<b>First-aid box and accident book are located:</b>	Main Office, medical room (Boys),		
<b>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</b> <b><a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923</b>			
<b>Signed: (Employer)</b>	<b>Shamshad Iqbal</b>	<b>Date:</b>	24.02.2021
<b>Subject to review, monitoring and revision by:</b>	<b>Shamshad Iqbal</b>	<b>Every</b>	6 <b>months or sooner if work activity changes</b>

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example risk assessments, see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Example health and safety policy published by the Health and Safety Executive 09/09