

DAWAT E ISLAMI UK



HEALTH AND SAFETY POLICY

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1.0 STATEMENT OF INTENT

Dawat e Islami UK treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the advice from the [Health and Safety Executive](#).

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

Further information is available from the head office.

2.0 ORGANISATION

2.1 Responsibilities of the Trustees

The trustees of Dawat e Islami UK, as the employer, have overall responsibility for the health & safety of their employees and all persons affected by Dawat e Islami UK's operations.

Specifically, the Trustees are responsible for:

- Reviewing Dawat e Islami UK's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within Dawat e Islami UK's budget to meet statutory requirements and Dawat e Islami UK's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which Dawat e Islami UK may not feel competent to deal with.

2.2 Responsibilities of the Health & Safety Lead

- Provide competent advice, guidance and support to all levels of the organisation and promote the effective development, implementation and monitoring of health and safety management systems and arrangements.
- Support and advise board of trustees with direct and ultimate responsibility for all aspects of safety at work.
- Establish and maintain systems which encourage managers and employees to treat safety as an integral element of the day to day operation of the organisation.
- Seek and use the advice of appropriate safety advisory bodies.
- Liaise with the organisation's Insurers, Government Inspectors and other enforcing authorities.
- Keep up-to-date with new developments and, in particular, being fully aware of regulations, codes and advice issued by the authorities in order to advise on their implications for the organisation.

At building level, duties and responsibilities have been assigned to staff as laid out below.

2.3 Responsibilities of the Health & Safety Zimmadaar

The H&S zimmadaar, supported by the Division Nigraan and finance zimmadaar, is responsible for the day-to-day management of health & safety.

Specifically, the H&S Zimmadaar is responsible for:

- Ensuring adherence to statutory requirements and Dawat e Islami UK health and safety policies, procedures and standards.
- Ensuring implementation of health and safety statement detailing the responsibilities for ensuring health and safety within the building.
- Co-operating with the H&S department to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for implementing actions from risk assessment report and ensuring control measures are continuously adhered to by all the staff to keep risk low.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety checks as detailed in the Health & Safety Folder.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the H&S department, by following organizational structure, any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with Dawat e Islami UK policy.

The H&S zimmadaar may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the H&S zimmadaar from the overall day-to-day responsibilities for health and safety within the building.

2.4 Responsibilities of the Department Heads

The Department heads are responsible for supporting the H&S Zimmadaar in the day-to-day administration and implementation of the health and safety policy.

Staff members from each department will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by H&S zimmadaar, the Department heads are specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the activities specific to their department, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the H&S zimmadaar of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of relevant areas of the building to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.

- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees/volunteers/pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported to the H&S zimmadaar, by completing accident book log, for further investigation.
- Ensuring that when contracts have been awarded, health and safety is included in specifications and contract conditions, taking account of Dawat e Islami UK policy and procedures.

2.5 Responsibilities of all Employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with Dawat e Islami UK's health and safety policy and procedures at all times.
- Apply Dawat e Islami UK's health and safety policy to their own department or area of work and be directly responsible to the H&S zimmadaar for the application of the health and safety procedures and arrangements;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with Health and Safety department on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to H&S zimmadaar.
- Report immediately to Dawat e Islami UK office any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

3.0 ARRANGEMENTS

3.1 Risk Assessments

General Risk Assessments

Dawat e Islami UK risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by Health & Safety Lead, following guidance contained in this policy.

These risk assessments are available for all staff to view and are held in the Health & Safety folder within each building.

Risk assessments shall be reviewed every year, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by Dawat e Islami UK's activities.

3.2 Monitoring and Inspection

A general inspection of Dawat e Islami UK's premises, equipment and facilities shall be conducted by Health & Safety Lead on yearly basis, unless indicated otherwise.

Monitoring inspections of individual departments shall be conducted regularly by H&S zimmadaar at building level and/or department heads. These inspections shall be recorded on the Health & Safety review form and records of this shall be kept in the Health & Safety folder. The Department heads are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Health & Safety Lead is responsible for conducting an annual inspection and reporting findings to the Trustees, including a report on the performance of individuals buildings on health & safety management systems.

3.3 Training & Communication

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, first aid, COSHH and working at height. Further training courses will be required depending upon the nature of the employee's role. Detailed list of these courses, as per the role, have been communicated with the HR department.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in Health & safety Lead's office.

Departmental heads shall ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display in the staff room.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Health & Safety Lead and acted upon if deemed appropriate

3.6 Fire Safety

See separate Fire Safety policy for details.

3.7 Educational Visits

The staff of Dawat e Islami UK believe that Madrassah trips are an essential resource for learning. All Madrassah trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

Planning & Preparation

When planning a Madrassah trip, the responsible teacher shall:

- Seek permission from the Headteacher for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.

- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...
- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the health & safety lead for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission slip for the parents to complete and return, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils: At least 1 adult per 12 pupils.
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the headteacher shall arrange for suitable transport to be booked, sufficiently in advance of the trip taking place.

- All transport shall be organised by the headteacher, using a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged in Madrassah office.
- The teachers shall ensure that there is a seat available for every person going on the trip, and that suitable seat-belts are fitted.
- The headteacher shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.

- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing madrassah uniform and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

After the Trip

Once the trip is complete, the responsible teacher shall:

- Write a short review to be published on Dawat e Islami UK website or in the social media platforms. Digital images or video clips can also be used as long as appropriate consent has been taken as per Data Protection Policy of Dawat e Islami UK.

Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip. Risks assessments should be reviewed annually by the health & safety lead, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Additionally, for regular programmed trips taking place during Madrassah hours, all parents sign a consent form for local trips on entry to the madrassah, although it is best practice to provide parents/carers with a programme of trips to keep them informed of their child's location and activities.

Parents will be provided with termly and half termly dates for diary updates or will be emailed to keep them informed about activities planned in the local vicinity of the Madrassah.

Trips Involving Animal Contact

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at

Visitor Attractions” and suitable hygiene control measures established, and briefed to pupils and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the Madrassah office, before the trip takes place.

3.8 Insurance

Dawat e Islami UK have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in individual buildings and are available for inspection by all interested parties.

3.9 Smoking

Dawat e Islami UK operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on Dawat e Islami UK premises.

Dawat e Islami UK buildings are an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in Dawat e Islami UK grounds including toilets, corridors, staff room or the car park.

At Dawat e Islami UK we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the buildings, and anyone found smoking on the premises will be politely asked to leave.

All transport provided or contracted by Dawat e Islami UK is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during all events held within or outside normal hours anywhere in Dawat e Islami UK grounds or buildings.

Organisations and clubs who use Dawat e Islami UK premises within or outside normal hours are expected to adhere to Dawat e Islami UK's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all trips, activities and events.

Staff will ensure smoking related topics are adequately incorporated into the curriculum.

3.10 Security

See separate Security policy for details.

3.11 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads.
- Pupils are not allowed to use electrical equipment.
- Annual and five yearly electric tests are carried out by qualified electrician
- Multiple adopter plugs and overloading of sockets is not allowed.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept in health & safety folder.

3.12 Workplace Temperature

Dawat e Islami UK recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

- During the summer months room temperatures should be maintained around 21 degrees celcius
- During the winter months room temperatures should be maintained around 25 degrees celcius

Dawat e Islami UK office shall ensure that there are thermometers in classrooms and that regular checks are made of the room temperature.

3.13 Over-exposure to the Sun

Dawat e Islami UK recognises the risk to staff members/pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Staff members are given appropriate information on dangers of sunburn/dehydration and how to avoid this. Regular breaks are encouraged during activities which involve exposure to the sun.
- Pupils may bring to the madrassah a bottle of water should they wish.
- Teachers are to ensure that during hot weather:

- Pupils are encouraged to drink plenty of water.
- Pupils are encouraged to sit in shaded areas when outside.

3.14 Cleaning

Dawat e Islami UK recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the building.
- A cleaning rota has been established for all the equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before visitors/pupils arrive.
- Routine cleaning does not take place during Madrassah hours.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Health & safety folder holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

3.15 Personal Hygiene

Dawat e Islami UK recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Staff and pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet and after handling plants and animals.
- Staff and pupils are encouraged to place their hands over their mouths when they cough or sneeze.

- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

3.16 Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

3.17 Vehicles on Site

Vehicular access to the building is available for staff, parents and visitors.

Parents/carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours.

When pupils are dismissed via the door they must be controlled by an adult and parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the premises.

Staff/visitors arriving and leaving the building are to be particularly vigilant for the movement of unexpected children in the car park area.

3.18 Slips, Trips and Falls

Dawat e Islami UK recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- Steps are safeguarded with non-slip treads and heavy duty edge tape.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Yellow "wet floor" safety signs to be positioned when necessary.
- Leaves, ice and snow are removed from outside walkways.
- Employees are trained in the proper use of stepladders and kick stools.

3.19 Working at Height

Dawat e Islami UK recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked every 4 months by relevant staff to ensure they are safe to use.
- The building zimmadaar shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Relevant staff should complete working at height course via e-learning. Only these staff members are allowed to work at heights. This training shall be refreshed every year.
- Pupils are not to use stepladders or kick stools.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

3.20 Display Screen Equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by a member of the staff using the workstation, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- All desk based staff shall be provided with training, via e-learning, and information relevant to their display screen equipment and workstation usage in order to minimise risks.
- Significant users are entitled to an eyesight test every 2 years by a qualified optician, and corrective glasses if required specifically for display screen equipment use.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

3.21 Contractors on Site

The building zimmadaar is responsible for ensuring that all contractors engaged to work on our premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the office, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide building zimmadar with risk assessments and method statements for the work to be undertaken, which shall be agreed with Health & Safety Lead before work commences on site.

The building zimmadaar shall liaise with Health & Safety Lead to ensure that all necessary approvals have been received before major building works commence (e.g. planning permission, CDM compliance etc)

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during Madrassah hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during Madrassah hours will have DBS clearance via Dawat e Islami UK office.

The office staff shall monitor areas where contractors work and keep records of all work completed.

3.22 Lone Working

Staff are encouraged not to work alone. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain permission from health & safety department.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the building zimmadar.
- Report any incidents or situations where they may have felt unsafe or uncomfortable to relevant authorities.

3.23 Manual Handling

Generic risk assessments for regular manual handling operations have been undertaken and are kept in the health & safety folder. Staff are provided with information on safe moving and handling techniques as part of their induction via e-learning.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the building zimmadar, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

3.24 Staff Well Being

Dawat e Islami UK recognises that the mental and physical well being of our employees is key to the running of a successful organisation and the service delivered to our users.

All employees must declare to their line manager any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the line manager any personal health or domestic issue which they feel may impact on their role at work.

Employees must report to the line manager any incidents relating to staff well being such as violence, intimidation, stress or bullying.

Relevant information about work related stress and workplace bullying is displayed on the staff notice board for their guidance.

3.25 Asbestos

In accordance with the Control of Asbestos Regulations (2006), Dawat e Islami UK has made the following arrangements in order to minimise the risks pertaining to any asbestos that may have been used in the construction of Dawat e Islami UK's premises:

- Each building zimmadar is appointed as the Asbestos Authorising Officer.
- A full asbestos survey should be conducted in relevant buildings.
- The asbestos survey and accompanying documents should be placed in the health & safety folder.
- The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.
- All work on the fabric of the building shall be entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of any asbestos containing materials on site shall be conducted by the Asbestos Authorising Officer and recorded in the asbestos log.
- Staff are not allowed to drill into, or affix anything to, walls or ceilings without first obtaining approval from the Asbestos Authorising Officer.

3.26 Legionella

In order to minimise the risks from legionella, and similar waterborne bacteria, Dawat e Islami UK have made the following arrangements:

- A full water risk assessment should be completed for relevant buildings and this shall be reviewed annually, or following any significant change to the water supply, and related, systems.

- Building zimmadar is responsible for ensuring the following control measures are introduced and regularly conducted.
 - Identifying and regularly flushing rarely used water outlets on a weekly basis.
 - Conducting monthly water temperature checks.
 - Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.
 - Ensuring Dawat e Islami UK's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on Dawat e Islami UK's water supply, or related systems, must ensure that they have taken into consideration measures to minimise the risk from legionella.