



Quwwat Education Centre, Peel Hall Street, Preston, PR1 6QQ

# Health and Safety Policy

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**Notes:** *This policy was reviewed by the management and staff at QIM.*

**Signed on behalf of:**

**Name of Signatory:** Khalid Ibrahim

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## **1. Policy Statement and Principles**

This policy represents the agreed principles for health and safety throughout the Madrasah. All Madrasah staff have agreed to this policy.

The health, safety and welfare of all the people who work or learn at 'Madrasah' are of fundamental importance. We aim to provide a safe, secure and pleasant learning/working environment for everyone.

## **2. Aims**

The Madrasah will ensure that:

- All children are supervised by adults at all times and will always be in sight of an adult
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Safety checks on premises both inside and out are made regularly
- Equipment is checked regularly and any dangerous items are repaired or discarded
- The layout and space allow children and adults to move safely and freely
- To maintain clear procedures to be taken in event of injury and for the reporting of accidents and hazards

## **3. Child Protection**

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety, they should bring them to the attention of management.

We do not take any child off the Madrasah site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the staff will do all they can to aid the child concerned. The first aid box is kept in the Madrasah office.

Should any incident involving injury to a child take place, a member of staff who has been first aid trained will be called to assist. If necessary, emergency assistance will be called for.

Should a child be seriously hurt, parents will be contacted through the emergency telephone number that is kept on record. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property or being disruptive. In such cases only the minimum force necessary may be used and any action taken, must be only to restrain the pupil.

#### **4. The health and welfare of staff**

The Madrasah takes the need to safeguard the health and welfare of all our staff very seriously. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, she/he should inform the management without delay.

The Madrasah will not tolerate violence, threatening behaviour or abuse directed against members of staff.

The Madrasah, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the Madrasah environment safe.

The management implement the Madrasah's health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.

Staff taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair them to look after children.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

#### **5. Accidents**

##### *Recording*

- All accidents must be recorded in the Log/Accident Book. All details need to be filled in, including any treatment given.
- If the accident is more serious, the aim of the Madrasah is to get the child qualified medical attention as quickly as possible.
- Parents are informed straight away, and if necessary, an ambulance sent for.

#### **6. Risk Assessment**

Risk assessment is a way of measuring the hazards posed to staff, pupils and visitors to the Madrasah. Then ensuring all the above are able to work in safety.

In determining whether a hazard poses a high, medium or low risk the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young pupil.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?
- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor would be high risk.

In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available (expertise could be bought in), then the head teacher/principal should carry out a risk assessment each term.

- Evaluate risks and control measures – check that existing control measures are adequate to control the risks. If not new control measures must be introduced.
- Ensure all findings are recorded. The identification of hazards and people at risk, the assessment of that risk and the introduction of control measures must all be properly documented.
- Review assessments – assessment must be reviewed annually and whenever there is a significant change in the working environment.

## **7. Madrasah Security**

The doors and reception areas of the building is monitored by CCTV and checked on a regular basis by the caretaker.

A designated member of staff, under the direction of the Head teacher/Principal, is responsible for ensuring that the building provides a safe and healthy environment for the pupils.

We require all adult visitors who arrive in normal Madrasah hours to sign the visitors' book in the reception/office area. Parents are welcome in the Madrasah, but must report to the office first.

The head teacher/principal, the office staff and the caretaker are the designated key holders and are responsible for the security of the building.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, to check:-
  - All the windows are closed
  - The doors are locked and secure
  - The security alarm is set if he is the last person to leave

## **8. Head teacher/Principal Responsibilities**

It is the responsibility of the head teacher/principal, if the last person to leave, to perform the above functions in the absence of the caretaker.

In addition, the Head teacher/ Principal is responsible for the security of the premises during the Madrasah day.

The Head teacher /Principal will update staff on any changes to the policy.

## **9. Stranger awareness**

Staff must constantly be alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than the parent/guardian unless a permission form is signed.

Children's names and identity are protected at all times and staff will not disclose information about any child attending the Madrasah to any person other than those immediately responsible for the child.

Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. Staff will ask the parent to complete a form situated in the reception area as to who is going to be collecting their child only then will they be released from our care. If we are unsure at any time, parents will be contacted to confirm the identity of any person.

## **10. Evacuation Procedures**

The Madrasah has set procedures in case of an emergency in Madrasah, such as a fire or bomb alert when the building needs to be evacuated.

These drills are carried out at least once a term.

All staff and pupils are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

## **11. How to Exit the Madrasah**

The office staff is responsible for taking all of the registers out of Madrasah with them, and also the visitors "sign in" book. The caretaker will unlock and open the main gates for emergency vehicles.

Nobody is to go back into Madrasah. If a pupil is missing it must be reported.

When the building is reported to be safe and the Head teacher authorises, staff and pupils may return to the building.

Staff should ensure that their pupils walk in and out of Madrasah sensibly, and line up quietly.

If their normal exit is blocked for any reason, then staff and pupils should use the nearest available exit

## **12. Bomb Alerts**

In the event of bomb alert the Head teacher / Principal or office staff must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the Madrasah to meet the fire brigade/police and direct them to the incident.
- All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

### **13. Car Parking**

Car parking is a concern at the Madrasah as it is a hazard for those who use the Madrasah.

It is also a hazard for neighbours who live within the vicinity of the Madrasah. Drivers parking cars at the Madrasah, near it or dropping or collecting pupils at the Madrasah should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the Madrasah crossing should be observed at all times.

Visitors parking at the Madrasah should leave a note of their car registration number with the Madrasah office in case the car has to be moved etc.

At no time should the Madrasah entrance be obstructed.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Not parking on yellow lines
- Dropping pupils off in the grounds in the evening by driving through the Madrasah, keeping the traffic flow moving, and not stopping to get out of the car

### **14. Non Smoking**

Madrasah has a strict no smoking policy in place. No parent, staff or visitor is allowed to smoke indoors or within the Madrasah premises.

### **15. Control of Hazardous Substances in Madrasah**

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either in the cleaner's cupboard or the caretaker's room.

- Only use the smallest amount required of any substance – the more you use the bigger the risk.
- Replace lids and tops on all hazardous substances and store them effectively.
- Ensure that areas in which you are using substances are well ventilated.
- Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.

Employees have a responsibility to comply with all safety instructions when handling hazardous substances.