

Iqra Learning Centre

Health & Safety Policy

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Statement of Intent

Health and safety is an important consideration for our Madrasah. We will take all reasonable steps to provide a safe and caring environment for children, staff, volunteers and visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Organisation and Responsibilities

The Committee has overall responsibility for health and safety. It will:

- Ensure health and safety has a high profile.
- Ensure adequate resources for health and safety are available.
- Consult staff and provide training opportunities.
- Monitor and review health and safety.

The Headteacher will:

- Develop a health and safety culture throughout the Madrasah.
- Take day to day operational decisions.
- Ensure staff and Volunteers are aware of their responsibilities.
- Update Committee.
- Draw up health and safety procedures.
- Monitor effectiveness of procedures.

All staff and volunteers will:

- Support the implementation of health and safety arrangements.
- Take reasonable care of themselves and others.
- Ensure as far as is reasonably practicable that their classroom or work area is safe.
- Report shortcomings to the Madrasah office or headteacher so they can be dealt with.

Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

1. General

Smoking is not permitted anywhere on the Madrasah site.

When contractors are on site they are expected to follow Madrasah safety procedure. The Principal will liaise with contractors as appropriate.

The Madrasah Management Committee agrees to appropriate training for staff in relation to health and safety.

All new staff and volunteers, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

A yearly check will be used to review the arrangements

All staff and volunteers will carry out monitoring on a day to day basis.

The policy will be reviewed annually.

2. Equipment

Any equipment in the Madrasah should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Principal should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

Electrical equipment will be tested regularly in accordance Local Authority policy. Plugs and leads will be visually checked regularly.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas.

3. Safety

Madrasah Building Access

In order to improve safety for everyone in the Madrasah, measures will be taken to restrict access into the Madrasah building.

Vehicles

Possible deliveries of items should be made once the children are safely in the building.

Lone Working

All staff and volunteers should avoid working alone in the Madrasah building wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff and volunteers should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff and Volunteers are working on the premises, e.g. out of Madrasah hours.

Any one working alone on a regular basis, should have access to a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff and volunteers should let someone know if they will not be home at their usual time and what time they can be expected.

Fire Safety

The Madrasah will provide a safe and healthy working environment with respect to fire safety. The Madrasah's Fire Safety Policy will be followed in this regard.

Evacuation Procedures

Evacuation procedures are practiced regularly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the Madrasah site plan.

4. Supervision of Children

Madrasah Hours: From 4:30pm to 8pm on weekdays

Children should not arrive at Madrasah more than 15 minutes before Madrasah starts. **Ensure the child's details are filled in using the enrolment form**

Office Hours

The Madrasah office is open during Madrasah hours.

Duties

A member of staff or volunteer needs to be outside the Madrasah to supervise the children arriving.

All teachers should be in their classrooms to receive the children as they come in.

At the end of Madrasah, the class teachers must supervise the children leaving Madrasah.

All teachers are responsible for making sure that their classroom is clear of children.

5. First Aid

Health and Accidents Related to Children or Staff

Madrasah staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The Madrasah has trained first aiders who are:

Hafiz Israr..... and ...Imam Hammad.....

First aid and medical treatment is available from the Madrasah office or from the Headteacher

The Madrasah First Aid box must be readily available and always suitably stocked it should at least consist of the following;

- Plasters
- Sterile eye pad
- Triangular bandages
- Safety pins
- Large / medium individually wrapped un- medicated wound dressing
- Individually wrapped moist wipes
- Disposable gloves

Disposable gloves should always be used when dealing with blood disposed of safely.

A note should be made in the Accident Book, of all incidents and of all actions taken. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the Madrasah office.

Medication Policy

If a child requires prescribed medicines whilst in Madrasah, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the Madrasah office. Once completed these forms should be kept in the Madrasah office.

All medication should be stored safely either in the fridge in the stationary cupboard or in the medicine box, if any, in the Madrasah office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the Madrasah office.

Ensure each child has the medical any medical details completed on the enrolment form.

Allergies

Information about children who suffer from an allergy will be given to the class teacher. All staff and volunteers will be informed of the children involved. Class teachers are issued with lists informing of any medical issues concerning children.

Contagious Diseases

Parents, staff and volunteers will be notified immediately of any outbreaks of notifiable diseases e.g. Swine Flu.

Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

6. Staff Health and Welfare

Stress

Any member of staff or volunteer who feels they may be suffering from stress should discuss their concerns with either the Principal or senior staff as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff and volunteers is held in the Madrasah office.

Safety

All staff and volunteers have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables.

Both staff and children should take care when moving or lifting equipment.

Violence

Staff or volunteers should always take steps to minimise the possibility of violence in the Madrasah.

Parents who are known to be violent or aggressive should never been seen by staff or volunteers unless the Principal is present.

7. Off Site Activities

Any visit off site must be approved by the Headteacher.

For any visit to take place off the Madrasah site, a letter home requesting permission is required. At the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a Madrasah visit and their contact numbers must be kept in the Madrasah office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

All coaches hired by the Madrasah will have seat belts fitted. Adults should ensure that they are used. Any other vehicles should have appropriate car seats or booster seats.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

Appendix

Appendix A

General Risk Assessment Form

Madrasah Assessment No:	
Title of Activity:	
Location(s) of Work:	
Brief Description of Work:	

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document

Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods, PPE etc.)	Risk Evaluation after control L/M/H

**Continue on separate sheet if necessary*

Physical Controls: *Tick relevant boxes*

Guarding		Extraction (LEV)		Interlocks		Enclosure	
Other relevant information (incl. testing frequency if appropriate):							

Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye / Face		Hand / Arm		Feet / Legs		Respiratory	
Body (clothing)		Hearing		Other (Specify)			
Specify the grade(s) of PPE to be worn:							
Specify when during the activity the item(s) of PPE must be worn:							

Non-disposable items of PPE must be inspected regularly and records retained for inspection

Persons at Risk: Identify all those who may be at risk.

Teaching staff		Technical staff		Students		Congregation	
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors		Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

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Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	