



Excellence in Islamic Education
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Health & Safety Policy

This is a sample Health & Safety policy which the Al Madina Trust can adopt. The safety of the children is paramount and must be ensured at all times. The Al Madina Trust must have a health and safety policy in place outlining its duty to care for the children that attend the Al Madina Trust.



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Statement of Intent

Health and safety is an important consideration for our Al Madina Trust. 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 in line with relevant legislation.

Organisation and Responsibilities

The Al Madina Trust Management 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 Principal will:

- Develop a health and safety culture throughout the Al Madina Trust.
- Take day to day operational decisions.
- Ensure staff and Volunteers are aware of their responsibilities.
- Update Al Madina Trust Management 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 Al Madina Trust office or principal 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.



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1. General

Smoking is not permitted anywhere on the Al Madina Trust site.

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

The Al Madina Trust 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 Al Madina Trust 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 with 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.



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3. Safety

Al Madina Trust Building Access

In order to improve safety for everyone in the Al Madina Trust, measures will be taken to restrict access into the Al Madina Trust 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 Al Madina Trust 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 Al Madina Trust hours.

Anyone 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 Al Madina Trust will provide a safe and healthy working environment with respect to fire safety. The Al Madina Trust’s Fire Safety Policy will be followed in this regard.



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Evacuation Procedures

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

4. Supervision of Children

Al Madina Trust Hours: From 5 pm to 7pm on weekdays for Madrassa Classes

Al Madina Trust operates at other times too for events and recreation.

Children should not arrive at Al Madina Trust more than 15 minutes before Al Madina Trust starts. Ensure the child's details are filled in using our application form on our website.

Office Hours

The Al Madina Trust office is open during Al Madina Trust hours.

Duties

A member of staff or volunteer needs to be outside the Al Madina Trust to supervise the children arriving.

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

At the end of Al Madina Trust, the class teachers must supervise the children leaving Al Madina Trust.

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

Al Madina Trust 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.



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The Al Madina Trust health and safety lead is **Muqet Rehman**.

First aid and medical treatment is available from the Al Madina Trust office or from the Principal.

The Al Madina Trust 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 Al Madina Trust office.

Medication Policy

If a child requires prescribed medicines whilst in Al Madina Trust, the parent must complete a Medical Form which is available from the Al Madina Trust office and website. Once completed these forms should be kept in the Al Madina Trust office.

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

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the Al Madina Trust office. **Ensure each child has the medical form filled in which is available in the office and on the website.**



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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 Al Madina Trust 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 Al Madina Trust.



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

7. Off Site Activities

Any visit off site must be approved by the Principal.

For any visit to take place off the Al Madina Trust 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 Al Madina Trust visit and their contact numbers must be kept in the Al Madina Trust 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 are 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 Al Madina Trust 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.



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Appendix A

General Risk Assessment Form

Al Madina Trust 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*



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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.

Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	