

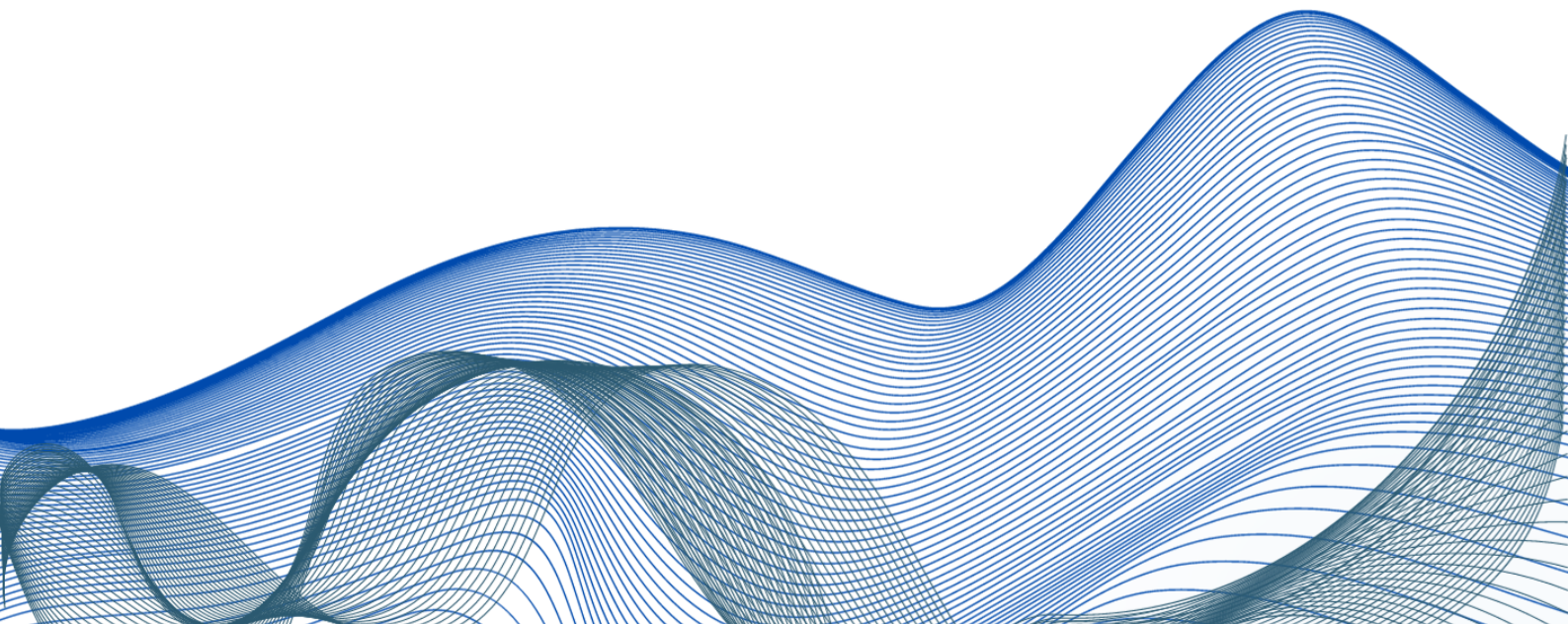


# Health and Safety Policy

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Muslim Education Centre



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## 1. Overview

This policy outlines our approach and commitment in ensuring the highest standards of safety and well-being for our pupils, staff, and visitors. The policy contains rigorous pupil protection measures, comprehensive risk assessments, and clear procedures for accident reporting and emergency response. It also details robust measures for maintaining staff health and welfare, securing Madrasah premises, and managing hazards effectively.

## 2. Aims

The aims of this Health and Safety policy are:

- Create and maintain an environment that is safe, secure, and conducive to learning for all children and staff members.
- Safeguard the physical, mental, and emotional well-being of every child attending the madrasah.
- Implement measures to protect children from harm, injury, or any form of abuse.
- Adhere to all relevant health and safety laws, regulations, and guidelines applicable in the United Kingdom.
- Implement security measures to safeguard the madrasah premises, including access controls and monitoring systems.
- Develop and regularly practice emergency response plans, including evacuation procedures, to ensure a prompt and coordinated response in case of emergencies.
- Establish clear lines of accountability for health and safety within the madrasah.
- Ensure that there are adequate and appropriately trained personnel to administer first aid in case of injuries or medical emergencies.

## 3. Child Protection

Our commitment to pupil protection and safety is a shared responsibility among all staff members, as outlined in our Safeguarding and Child Protection policy. Staff are expected to maintain a safe environment during all activities and remain vigilant for any potential hazards associated with equipment or activities. Should any staff member have concerns about the safety of a pupil, it is their duty to promptly report these concerns to the management and follow the appropriate procedures outlined in our Safeguarding policy.

Children will not be taken off the Madrasah premises without prior permission from their parents or legal guardians.

## 4. Health and Welfare of Pupils

In the unfortunate event of an accident resulting in a pupil's injury, our staff are trained to provide first aid. First aid boxes are readily available in the Madrasah office as well in the kitchen area of Flat 5 & 6. In cases where professional medical help is necessary, emergency services will be contacted.

- **Serious Injury:** In the event of a serious injury to a pupil, parents/guardians will be notified using the emergency contact information on record. It is therefore vital that parents inform us of any changes to their contact details.
- **Physical Restraint:** While extremely rare, there may be situations where staff need to physically restrain a pupil to prevent harm to themselves, others, or property or to manage disruptive behaviour. In such instances, staff will use the minimum force required for restraint, and any actions taken will be solely for the purpose of restraint.

Incident reports will be completed for all on-site or online incidents as required.

- **GDPR For Online Classes:** The General Data Protection Regulation (GDPR) will be strictly upheld by all staff, particularly those conducting online classes, to ensure the privacy and security of personal data. Refer to our policy on Confidentiality for more detail.
- **Safeguarding:** If there is a safeguarding concern, staff are required to refer to Safeguarding Policy for more detail and report all concerns to the DSL. Teachers are not allowed to conduct any personal investigation; all investigations must be authorised by the headteacher and conducted by the DSL.

## 5. Health and Welfare of staff

- **Work-Related Stress:** The Madrasah places a strong emphasis on safeguarding the health and welfare of all staff members. We are particularly attentive to assessing and preventing work-related stress, in full compliance with health and safety laws. If any member of staff experiences workplace stress, they should promptly inform the Headteacher.
- **Zero-Tolerance:** The Madrasah has a zero-tolerance policy regarding violence, threatening behaviour, or abuse directed towards our staff. We conduct regular risk assessments to ensure the safety of the Madrasah environment.
- **SLT Responsibilities:** The SLT are responsible for implementing the Madrasah's health, safety, and welfare policy on a day-to-day basis. We also ensure that all staff members are well-informed about the specific details of the policy as it applies to their roles.

- **Working with Children While on Medication:** Staff members who are taking medication which they believe may impact their ability to care for pupils should seek medical advice. They should only work directly with pupils if the medical advice indicates that the medication is unlikely to impair their ability to look after pupils.
- **Intoxicants/Substances:** It is strictly prohibited for staff to be under the influence of alcohol or any other substance that may impair their capacity to care for children. Such conduct will result in disciplinary action. (Refer to Staff conduct for more detail).

## 6. Accident Reporting and First Aid

- **Access to Records:** Parents have the right to access their child's records, subject to legal limitations. Requests for access are handled sensitively and in accordance with legal requirements. Management or staff must also never give contact details of any child, parent or member of staff to any third-party unless required by law.
- **Privacy and Respect:** Discussions about pupils are conducted with respect for their privacy. Comparisons with other pupils are avoided to maintain a focus on individual progress and development.

## 7. Risk Assessment

A risk assessment is a systematic approach used to evaluate and mitigate hazards that may affect the safety of our staff, pupils, and visitors within the Madrasah.

When determining the level of risk associated with a hazard, we consider various factors including:

- The nature of the activity being conducted, recognising that some activities inherently carry greater risks than others.
- The characteristics of the individuals participating in the activity, recognising that what may be safe for adults may not be suitable for young pupils.
- An evaluation of both the potential impact and the likelihood of the risk, considering factors such as the frequency of the activity, proximity to individuals, and the probability of mishaps.
- The number of people who could potentially be affected by the hazard.

Ideally, a qualified risk assessor should conduct these assessments. However, in situations where a qualified individual is unavailable, the headteacher, or an appointee designated by the headteacher, should conduct risk assessments each term, with at least one trustee present.

### Key steps in the risk assessment process include:

- **Evaluating risks and control measures:** Assessors must ascertain whether existing control measures are sufficient to manage the identified risks. If they are not, new control measures should be introduced to address these risks effectively.
- **Comprehensive documentation:** It is essential to maintain thorough records of the identification of hazards, individuals at risk, the assessment of risk, and the implementation of control measures.
- **Periodic reviews:** Risk assessments must be reviewed annually and whenever there is a significant change in the working environment. This ensures that control measures remain effective and relevant over time.

By adhering to these principles, we aim to proactively manage risks and prioritise the safety of all individuals within the Madrasah. Refer to our risk assessments for more detail.

## 8. Madrassah Security Protocols

To uphold a secure and safe environment within our Madrassah, we have implemented the following security measures:

- **CCTV Surveillance:** All rooms within the madrasah, as well as Flat 5 and 6, are under constant CCTV surveillance. The CCTV system is password protected and is kept in a secure location. Only authorised personnel are permitted to access the system. Footage is stored for 30 days only.
- **Responsibility for Safety:** The Trustee board and Headteacher bear the responsibility for ensuring that the Madrasah maintains a safe environment for all.
- **Adult Visitors:** All adult visitors arriving during regular Madrasah hours are required to assemble in a designated 'side room' or any area with no direct access to pupils. All visitors who have not come for prayer are required to report to the office. Note: Parents are welcome but are kindly asked to report to the office upon arrival.
- **Intercom System:** We have a video intercom system in place to ensure the identity of anyone who wishes to enter the premises where children are located. Note: Only SLT staff are authorised to allow entry for visitors or pupils who arrive late.
- **Key Holders:** The Headteacher, Senior Leadership Team (SLT), caretaker, and the Trustee board are designated key holders, responsible for the security of the building. During Madrasah hours all doors that can be used to vacate the building are automatically locked and have access control. Note: Other staff members and trusted attendees of the mosque also possess keys and share the responsibility for building security.
- **Classroom Security:** Class teachers are responsible for ensuring the security of their classrooms. This includes ensuring windows are closed, equipment is turned

off, wires are appropriately managed, and the room is secure before leaving the premises. Note: Teachers are accountable for the safety of their pupils when windows are open.

- Salaah times:** Pupils are kept to one side of the prayer hall during prayer times. Multiple teachers are situated within the rows to ensure they are not directly accessible to the attendees of the prayer. Female pupils go to a separate room where they pray with the supervision of a female teacher. Pupils are not allowed to go to the toilet during prayer time unless out of necessity, in which case they are supervised by a member of staff. Note: Pupils located in the flats do not come into contact with the general public during Madrasah hours.

### 8.1 Caretaker Duties

The caretaker conducts *biweekly* checks to verify the following:

- All locks and catches are in working order.
- Emergency lighting functions properly.
- The fire alarm system has no faults.
- The security system is operating as intended.

On a daily basis, before leaving the premises, the caretaker ensures the following:

- All windows are securely closed.
- Doors are locked and properly secured.
- The security alarm system is activated if the caretaker is the last person to leave.
- Heating systems are turned off.
- Fire doors are closed.

These security measures are in place to safeguard the Madrassah's premises and ensure the well-being of all those in attendance. Refer to Risk Assessment for more information.

## 9. Headteacher Responsibilities

In the event of the caretaker's absence, the responsibility for performing the aforementioned procedures falls upon the Headteacher.

The Headteacher assumes overall responsibility for the security of the premises and the well-being of both staff members and pupils during Madrasah hours.

Additionally, the Headteacher is tasked with promptly informing staff of any updates or changes to policies that pertain to them. This ensures that all staff members remain informed and compliant with the Madrasah's policies and procedures.

## 10. Stranger Awareness

It is crucial to be vigilant about the presence of unauthorised individuals on our premises to ensure the safety and security of our Madrasah. This vigilance is a key aspect of maintaining a secure environment for everyone. In line with our commitment to safeguarding, the following protocols are strictly observed:

**No Unauthorised Access:** We will not grant entry to an individual who is not known to us. Under no circumstances will a child be released to anyone other than their parent or guardian, unless a permission form has been signed or the madrasah has been informed via phone call/WhatsApp by their parent or guardian. Note: Pupils must obtain written permission to walk home without a parent or guardian.

**Confidentiality of children's Identity:** Children's names and identities are kept confidential at all times. Staff members are prohibited from disclosing any information about a pupil attending the Madrasah to anyone except those immediately responsible for the pupil's well-being.

**Parental Responsibility:** Parents bear the responsibility of promptly informing the madrasah if someone other than themselves is to collect their pupil for any reason. In cases of uncertainty, we will contact parents to verify identity and receive confirmation.

**Handling Unknown Individuals:** In the event of an unknown individual entering the Madrasah premises without authorisation, it is the responsibility of staff present to approach and question the individual, requesting them to leave the premises immediately. Staff must also inform the Headteacher at the earliest opportunity. If the unknown person fails to comply with this request, capable teachers are authorised to use reasonable force to remove the individual from the premises. This is in line with Section 76 of the Criminal Justice and Immigration Act 2008. Teachers will perform dynamic risk assessments as the situation unfolds and will use reasonable force only if the teacher deems it necessary due to safety concerns for themselves, other teachers, or pupils. In cases where force is used, staff members will be required to fill out a "Use of Force Report".

## 11. Evacuation Procedure

The Madrasah has comprehensive evacuation procedures to address emergency situations such as fires or bomb alerts. To ensure preparedness and safety, these drills are conducted at least once per year.

These are the key elements:

- **Familiarisation:** All members of staff and pupils are well-acquainted with these procedures. They are informed of their designated exit routes, assembly areas, and the roll call process.



- **Exit Route Compliance:** In the event of an emergency, staff and pupils are expected to adhere to all emergency exit signs and promptly evacuate the building. It is crucial that this evacuation occurs in an orderly and calm manner.
- **Assembly Point:** The designated assembly point is the grass area opposite the mosque and nearby shops. Staff members hold the responsibility of ensuring that all pupils exit the building efficiently and follow the prescribed procedures.

These practices are integral to the safety and preparedness of staff and pupils, ensuring that everyone within the Madrasah community is adequately informed and ready to respond effectively in case of an emergency.

## 12. How to exit the Madrasah

Our procedure for exiting the Madrasah premises in a safe and organised manner are as follows:

- **Register and Visitors' Book:** The office staff are responsible for taking all registers and the visitors' sign-in book with them during evacuations.
- **Fire Marshal:** A designated Fire Marshal is tasked with ensuring that the building is evacuated and cleared of all attendees. The Fire Safety Officer is required to assess the safety of the building and report their findings to the Headteacher. Only upon authorisation from the Headteacher can teachers and pupils return to their classrooms. No one is allowed to enter the building until this process is completed.
- **Sensible Evacuation:** Staff should supervise their pupils to ensure they walk in and out of the Madrasah sensibly and maintain quiet discipline while lining up.
- **Register Completion:** Registers must be completed once everyone has gathered at the fire assembly point. If a pupil is missing, it should be immediately reported. The Fire Marshal may be required to locate the missing pupil if it is deemed safe to re-enter the building(s).
- **Alternative Exits:** In cases where the normal exit is blocked for any reason, staff and pupils should use the nearest available exit to evacuate the premises safely.

## 13. Bomb Alert

In the event of a bomb alert, the Headteacher or SLT are required to:

- Activate the fire alarm by ringing it, initiating the evacuation procedure for all adults and pupils (following the fire drill procedure).
- Immediately call 999 to request the assistance of the fire brigade and police.
- Verify that the evacuation procedure has been executed correctly.

- Stay positioned at the front of the Madrasah to meet and guide the arriving fire brigade and police personnel to the incident site.
- Ensure that all pupils and adults remain outside the premises for their safety.
- Only permit pupils and adults to re-enter the premises after receiving the "all clear" confirmation from the fire brigade/police. Note: Only the Headteacher can authorise teachers and pupils to re-enter the premises

In the case of a bomb-alert drill, it is essential to inform the fire brigade beforehand, ensuring they are aware of the planned evacuation procedure.

## 14. Car Parking

Car parking is a matter of concern at the Madrasah, as it poses hazards to both those attending the Madrasah and our neighbouring residents. Drivers who park their vehicles at or near the Madrasah, whether for drop-off or pick-up purposes, are expected to always prioritise the safety of pedestrians and other road users. Refer to our Parking Policy for more detail.

Specific guidelines include:

- **Parade Usage:** The parade area near the mosque must not be utilised for picking up or dropping off pupils, except by individuals possessing a valid blue badge (also known as a disabled badge). Parents intending to utilise the parade for this purpose must inform and present their blue badge to the Headteacher beforehand. It should be noted that this notification and presentation are a one-time requirement which is required to be renewed annually.
- **Visitor Parking:** Visitors parking in the parade area should leave a note containing their car's registration number with the Madrasah office. This precaution is taken in case it becomes necessary to move the vehicle.
- **Clear Access:** Under no circumstances should the entrance to the Madrasah, driveways, or shop entrances be obstructed.

Messages to parents, conveyed through WhatsApp, emphasise the following:

- Respect for our neighbours
- Avoidance of parking in the parade area unless meeting criteria
- Efficient drop-off/pick-up in the parade area
- Caution while driving through the parade for children's safety

Car parking monitors have the following responsibilities:

- Ensure a clear and safe path for pedestrians.
- Educate car park users about our parking policies.
- Maintain vigilance for hazards and safety concerns.

- Utilise the online Parking Violation reporting system for policy violations.
- Serve as a point of contact for any parking-related queries.
- Report any abuse to the Head Teacher

## 15. Non-Smoking

The Madrasah strictly enforces a no-smoking policy. Smoking is not permitted indoors or anywhere within the Madrasah premises for parents, staff, or visitors. Failure to comply will result in being requested to leave the premises and will result in disciplinary (in the case of staff).

## 16. Control of Hazardous Substances in Madrasah

To maintain a safe environment, we adhere to the following guidelines:

- Secure Storage:** Hazardous substances are stored in a locked storage area
- Minimal Usage:** Staff are instructed to use only the minimum amount necessary of any substance. The greater the quantity used, the higher the associated risk.
- Proper Sealing:** After use, lids and tops of hazardous substances must be securely replaced, and these substances should be stored safely.
- Adequate Ventilation:** Areas where substances are being used must be well-ventilated to minimize the risk of exposure.
- Spillage Management:** Any spillages must be promptly cleaned up and reported to the relevant members of staff to ensure swift and appropriate action.
- Clear Labelling:** All hazardous substances are required to be clearly labelled for easy identification.

## 17. Closing Statement

This policy reflects our commitment to the well-being and security of staff, pupil and visitors at our Madrasah. We recognise the importance of a dynamic approach in maintaining a safe and nurturing environment. This policy establishes a comprehensive and structured framework which will be periodically reviewed to ensure its alignment with current best practices and legal requirements. It is the collective responsibility of staff, pupils, and parents to uphold these principles. In doing so, we ensure that our Madrasah remains a safe, respectful, and thriving community.