



**TALEEM MOSQUE
& COMMUNITY CENTRE**

HEALTH & SAFETY POLICY

The **Health and Safety at Work Act 1974** mandates that employers provide a safe working environment that is free from risks to health and ensures the safety of others who may be affected by their operations. The **Management of Health and Safety at Work Regulations 1999** further require schools to assess the risks associated with their activities, implement measures to control those risks, and comply with health and safety legislation.

This policy is developed in alignment with the **Health and Safety at Work Act 1974** and its subsequent regulations. It will be reviewed periodically and updated as necessary. Any additions or modifications may be supplemented by specific statements relevant to the work of the Service Area. All employees will have access to this policy and any subsequent amendments.

Aim:

Taleem Foundation is committed to providing a safe and healthy environment for staff, pupils, and visitors. This will be achieved through the implementation of the health and safety objectives outlined in this policy.

This document serves as a framework for creating a safe environment in which both work and learning can thrive. It is designed for the benefit of all members of the foundation community, ensuring that everyone understands the foundation's health and safety policies and their individual responsibilities.

Responsibilities:

It is the responsibility of all members of the foundation community (teaching and nonteaching staff, parents, pupils and governors) to follow this policy, and ensure its implementation.

Governing Body:

It is the responsibility of the Proprietors to review this policy bi-annually and incorporate any necessary changes as required by law or guidance from the local authority.

Role of the Head teacher:

It is the responsibility of the Head teacher to take responsibility for the day-to-day operation of this policy. The Head teacher is also responsible for:

- making yearly inspections/risk assessment to ensure that a safe and healthy environment is maintained;
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies and that fire-fighting equipment is available and maintained, and;
- responsible for facilitating safety training for staff.

Role of the Teachers:

It is the responsibility of teachers to promote a spirit of safety consciousness amongst children, ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others. Teachers will also:

- be good role models - vigilant and careful;
- take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others, and;
- provide opportunities for children to discuss appropriate health and safety issues.

Pupils:

Pupils have a responsibility to develop a growing understanding of health and safety issues and to:

- conduct themselves in an orderly manner in-line with the school codes, and take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents:

It is the responsibility of parents to ensure that children attend school in good health and provide prompt notes to explain all absences. Parents are also responsible for:

- ensuring early contact with school to discuss matters concerning the health and safety of their children or of others;
- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times, and;
- ensuring that the school has up-to-date contact addresses and telephone numbers.

Implementation and Organisation:

Involvement of all members of the school community

Health and safety issues are regularly discussed at staff meetings, and a structured training program is in place for all staff. Governors' meetings also encourage open and transparent discussions on health and safety matters.

Teaching children about health and safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- a programme of age-appropriate health education workshops;
- circle time - a forum for discussion held in every classroom once a week;
- the compilation of a set of rules to begin the school year by each class at the beginning of the autumn term, and;
- regular school meetings and class council.

Accident prevention, reporting and investigation

All staff and students are expected to be vigilant in identifying potential hazards that could lead to accidents and take proactive steps to prevent them where possible. This includes assessing the environment regularly, looking out for potential risks in classrooms, hallways, playgrounds, and during activities. Any identified hazards should be immediately reported to the Headteacher or a senior member of the management team, who will act swiftly to investigate and mitigate the risk.

All accidents, regardless of their severity, must be documented in the school's Accident Book, which is maintained in a secure and accessible location. In the case of an accident involving a student, parents or guardians will be informed as soon as possible—typically via phone or email—and provided with details of the incident. The parent or guardian must sign the accident slip, acknowledging receipt of the information.

The school office keeps an up-to-date contact list of all parents, which is regularly reviewed to ensure prompt communication in case of emergencies or incidents.

The Headteacher will carry out a thorough investigation of each accident to understand its cause. This process may involve reviewing the circumstances surrounding the incident, speaking with witnesses, and assessing whether safety protocols were followed. Based on the findings, appropriate corrective actions will be taken to prevent a recurrence. These measures may include staff re-training, changes to procedures, or adjustments to the school environment.

Additionally, the school will regularly review and update its health and safety procedures to ensure a safe learning environment for all students and staff. Staff members will also be trained to spot potential hazards and follow proper protocols for reporting, responding, and preventing accidents.

First aid provision:

Each classroom is equipped with a first aid kit, which must be taken to the park during lunchtime and on all school trips. Additional first aid kits are available in the medical room and front office. It is important that first aid kits are stored out of reach of children, yet remain easily accessible to staff when needed. To ensure staff and visitors can quickly locate the kits, a clear sign indicating the first aid point should be displayed prominently in each classroom.

In the event of a serious accident, the qualified first aider should promptly attend to the child, and another staff member must immediately call for an ambulance if required. Parents or guardians must be notified right away and informed that an ambulance has been called.

If a child needs to be taken to the hospital, a staff member will accompany them and remain with the child until a parent or guardian arrives. The staff member should ensure that the child is supported and comforted throughout the process, and provide the necessary information to medical professionals.

It is vital that all staff are aware of the location of first aid kits and are trained to handle medical emergencies with confidence and efficiency.

Fire precautions:

Refer to the Fire Safety and Evacuation Policy for comprehensive guidelines. All staff and pupils are thoroughly familiarized with this policy during their induction and regularly thereafter. A fire drill is conducted termly, adhering to local authority guidelines, with all drills being monitored and timed to ensure compliance and efficiency.

Routine fire safety checks are conducted daily and weekly by the school administrator, who oversees the maintenance of fire alarms and firefighting equipment. Additionally, Chameleon Systems has been commissioned to perform periodic, professional checks on all fire safety-related equipment to ensure it remains in optimal working condition.

By maintaining a rigorous schedule of training, drills, and equipment checks, we ensure that all members of the foundation community are prepared in the event of an emergency and that all fire safety systems are properly maintained and compliant with legal standards.

Use and control of substances hazardous to health:

Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children. All staff are advised about the wearing of appropriate protective clothing when such substances are used (e.g., rubber gloves).

Electrical safety:

Any faults must be reported immediately. Annual PAT test must be carried out on all electrical equipment's. Children may not bring any mains powered electrical equipment from home for use in school.

All head injuries and serious accidents:

- Should be referred to a first aider, the incident recorded and the child seen by the Executive Head Teacher or the Head of School.

- A letter must be sent home and given directly to the parent.
- If a serious accident occurs the AIR needs to be completed online by the SEND Admin Manager which is Health & Safety Policy

Special medical conditions:

All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency. All medicines (including inhalers) brought to school must be lodged with the school office and clearly labelled with the child's name, the dosage and the frequency of dosage must be provided in writing. Asthma pump, Epi pens and Eczema cream for daily use may be kept securely in the classroom.

Road safety:

Parents are encouraged to park away from the school to avoid congestion at the school gates. Reminder is given to all children regarding road safety before leaving the school premises for play time and school trips. A staff member is always appointed to be in charge of manning the road.

Personal hygiene:

We actively promote a high standard of personal hygiene for all staff and children as a key part of fostering a healthy school environment. This includes regular education on the importance of handwashing, particularly after using the toilet, and ensuring that appropriate facilities for handwashing are always maintained and easily accessible.

Pupils with long hair are encouraged to keep it tied back at all times to maintain cleanliness and prevent it from interfering with daily activities.

For older pupils, menstruation is covered in the Health Education program, ensuring that they are informed and comfortable with this natural process. A stock of sanitary towels is kept in the school office to provide support when needed, and sanitary disposal units are available in the disabled toilet to ensure privacy and convenience.

Through these measures, we strive to maintain a school culture where personal hygiene is not only taught but actively practiced, contributing to the overall well-being of our students and staff.

Promoting healthy food choices:

Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced. A study of healthy and balanced diet is included as part of science and PSHE.

Playground safety:

A daily risk assessment is carried out before children enter the park. There is conscientious supervision of playgrounds involving at least two staff for each class. School rules about playground behaviour are designed to maximise playground safety.

A safe physical environment:

The foundation enforces a strict No Smoking Policy across all areas of the school buildings and grounds to maintain a healthy environment for both staff and students.

To support comfort and safety, we ensure that furniture is provided at the appropriate height for each group of children. Additionally, all items are stored in containers that are easily accessible to the users, minimizing the need for unnecessary bending or stretching. This attention to ergonomic design contributes to a safe and comfortable learning environment for all.

Children are actively taught the importance of responsible waste disposal, and they are encouraged to dispose of rubbish properly. Any litter is promptly collected and managed by the premises manager to maintain a clean and tidy school environment at all times.

To ensure the safety and security of all individuals on the premises, a range of security measures have been implemented, including strategically placed lighting, alarm systems, and CCTV coverage. These measures are regularly monitored and maintained to provide a secure environment for students, staff, and visitors.

Personal safety and risk assessments:

Staff members are strongly advised not to lift heavy objects that could potentially lead to injury. Any tasks involving heavy lifting should be delegated to the premises manager, who is trained and equipped to handle such responsibilities safely.

Staff should also refrain from assigning tasks to pupils or parents that may present a risk of injury or accidents, such as asking pupils to retrieve resources from high cupboards or to carry out photocopying tasks.

If any staff member identifies a potential health and safety concern, they must promptly alert the administrator. If needed, a risk assessment will be conducted to assess potential hazards and implement necessary safeguards for the well-being of staff, pupils, or anyone on the premises.

This policy will be reviewed annually or whenever necessary. Any recommendations for improvement will be presented to the Trustees for further consideration and action.

Reviewed Date: September 2024

Prepared by: Founding Director and Headteacher

Agreed with: Chair of Trustees

To be reviewed and updated: September 2025



TALEEM
FOUNDATION