Overall, Health & Safety Policy

Policy Date:	6 December 2023	Head teacher Name: Mr Zubair Kola	Insert Signature
Policy Review Date:	6 December 2024	Pastoral Lead: Mehroon Adadavi	Insert Signature M. Adadavi
Reviewed 13th October 2025	6 December 2025	Pastoral Lead: Mehroon Adadavi	Insert Signature *M. Adadavi*
	6 December 2026		

Statement of Intent

1.1 The Board Trustees, Head teacher and SLT is to maintain safe and healthy working conditions at Al-Islamia Institute for Education for all staff, pupils and visitors.

1.2 The aims of this policy are:

- To ensure allocation of duties for safety matters and particular arrangements
- To implement the policy are set out in this document
- To keep the policy under constant review and reviewed by the SLT and reviewed at least every two years.

Al-Islamia Institute for Education considers that ensuring the safety of our community is of paramount importance and this policy reflects our commitment to creating a safe environment across our school site.

Al-Islamia Institute for Education is committed to:

- Providing a productive and safe learning / working environment;
- Preventing accidents and any work-related illnesses;
- Compliance with all statutory requirements and, where possible, with best practice;
- Developing and implementing a systematic approach to identify risks, which promotes the principles of sensible risk management;
- Providing safe working equipment and ensuring safe working methods;
- Providing suitable information, instruction, training and supervision;

- Promoting a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare;
- Setting high targets and objectives to develop a culture of continuous improvement in respect of health and safety;
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable;
- Monitoring and reviewing our policies and practices to ensure effectiveness

All employees of Al-Islamia institute for Education have a responsibility to take reasonable care of themselves and others, and to ensure statutory duties and obligations are fulfilled

Legal Framework

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974); and associated regulations
- Workplace (Health, Safety and Welfare) Regulations (1992);
- Management of Health and Safety at Work Regulations (1999);
- Health and safety (first aid) Regulations (1981)
- School premises (England) Regulations (2012)
- Education (Independent school standards) Regulations (2014)
- control of Substances Hazardous to Health Regulations (2002);
- Reporting of Injuries, Diseased and Dangerous Occurrences Regulations (RIDDOR) (2013);
- The Construction (Design and Management) Regulations (2015)

This policy also has due regard to national guidance including, but not limited to:

- Health and Safety: Advice on Legal Duties and Powers (DfE, 2014);
- Health and Safety for School Children (DfE, 2022);
- Safe Storage and Disposal of Hazardous Materials and Chemicals (DfE, 2017)
- Keeping Children Safe in Education (DfE, 2024);
- Sensible Health and Safety Management in Schools (HSE, 2014)

Al-Islamia promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. The following policies and documentation in relation to health and safety are in place. This is achieved in the following ways:

Risk assessment

Our risk assessment process includes:
• Checking for hazards and risks indoors and outside, and in our activities and procedures.
• Our assessment covers adults and children; deciding which areas need attention
• Developing an action plan which specifies the action required the timescales for action and the person responsible for the action and any funding required.

Records
We keep records of:
• Adults authorised to collect children from school
• The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
• The allergies, dietary requirements and illnesses of individual children
• The times of attendance of children, staff, volunteers and visitors
• Accidents and incidents.

Security
• Systems are in place for the safe arrival and departure of children. Arrivals and departure are recorded in the class registers.
• The arrival and departure of staff members is recorded.
• The arrival and departure times of adults - volunteers and visitors - are recorded.
• Our systems prevent unauthorised access to our premises.
• Our systems prevent children from leaving our premises unnoticed.
• The personal possessions of staff and volunteers are securely stored during the school day

- CCTV camera on premises

First Aid

AL-ISLAMIA will ensure that:

- At least one member of staff holds a valid Paediatric First Aid training, which may be delivered in conjunction with other First Aid qualifications or as a stand-alone course.
- The number of first aiders and appointed persons meets recommendations, and adequate cover is available throughout the opening hours of the school building. Arrangements should allow for annual leave and unexpected absences.

- All first aiders and appointed persons hold a valid certificate of competence, a register of all qualified staff is maintained, and re-training is arranged as necessary;
- First aid notices are clearly displayed around the school;
- Enough suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked, and all supplies are within their expiry date;
- A suitable area is available for the provision of first aid;
- Staff are regularly informed of first aid arrangements within the school, through induction, staff training days and the staff handbook which is issued annually;
- Where first aid has been administered this is recorded in Accident/Injuries Record log online and a copy will be sent to parents
- Correct reporting procedures are followed including those required under RIDDOR regulations;

If there is no first-aider immediately available, a common-sense judgement should be made by those attending the injured party regarding whether to contact the emergency services.

At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date this as part of our terms and conditions.

Food

• When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Outdoor play

• Children will have the opportunity to play in the fresh air throughout the year.
Risk Assessment is carried out
• Our outdoor area is securely fenced.
• Our outdoor area is checked for safety and cleared of rubbish before it is used.
• Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
• All outdoor activities are always supervised.

Outings and Visits

We fill in a Risk Assessment form and record trips. At the time of admission to the school, parents' written permission to take children out of the school is sought, Parents sign and date this as part of our terms and conditions.
We have agreed procedures for the safe conduct of outings.
• A risk assessment is carried out before an outing takes place.
• Parents always sign consent forms before major outings.
• The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

Illness and Medicine

• Parents are asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection so that the school can alert other parents/carers and can make careful observations of any child who seems unwell.

• Parents are asked not to bring into the school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
• Parents are asked not to bring into the school any child who has viral or bacterial conjunctivitis until at least 24 hours has elapsed from the start of treatment and medical attention been sought from their Doctor's Surgery.
• Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing if necessary.
• If a child is on prescribed medication the following procedures will be followed:
If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with child's name, dosage and any Instructions.
• Written information will be obtained from the parent on a Medicine Administration Form, giving clear instructions about the dosage, administration of the medication and permission for members of staff to follow the instructions.
• All medications will be kept in a safe place away from children.
• Regarding the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, only named, trained and qualified staff may administer medicines.
• The school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
• All accidents are to be recorded.
• Accidents that mark/bruise a child that occur at home must also be noted in the school Accident/Injuries Record and Highlighted.
Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:
• Any accident to a member of staff requiring treatment by a General Practitioner or hospital
• Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).
Information sources

• Parents will have the opportunity to discuss health issues with School staff and will have access to information available to the school. The school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

Occupational Health, including Work-Related Stress

At Al-Islamia Institute for Education we acknowledge that there are many factors, both work-related and personal that may contribute to staff being absent from work through injury and ill health including stress. We follow the principles of the HSE guidance "Managing the causes of work-related stress (HS(G) 218)", and have the following arrangements in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Head Teacher, or another member of the senior leadership team of any ill health issues;
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels;
- Where appropriate, the member of staff will be offered a referral to an occupational health professional for advice and support;
- The member of staff will be advised that support can also be provided through their trade union, or where appropriate via self-referral to the Employee Wellbeing Service;
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified;
- If it is identified that there is a high occurrence of staff ill health or stress within a school, the Head Teacher should actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Hygiene

To prevent the spread of all infection adults in the school will ensure that the following good practices are observed:
Personal hygiene
• Hands washed regularly.
• Children with pierced ears are not allowed to try on or share each other's earrings.

• Tissues are available, and children are encouraged to blow and wipe their nose when necessary, soiled tissues are disposed of in the general waste dustbin.
• Children are encouraged to shield their mouths when coughing.

• Paper towels are used and disposed of appropriately.
• Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

We have a daily cleaning routine which includes all classrooms, kitchen, corridors, staff room and toilets areas.
• The toilet area has a high standard of hygiene including hand washing and drying facilities
We implement good hygiene practices by
• Cleaning tables during and at the end of the day
• Checking toilets regularly
• Any spills of blood, vomit or excrement cleaned up according to policy.
• Disposable gloves always used when cleaning up spills. Floors and other affected surfaces disinfected.
Fabrics contaminated with body fluids are thoroughly washed in hot water. Separate mops and buckets are used for clearing away body fluids and separate mops and buckets are used for all other areas.

Fire safety

• Fire doors are clearly marked, never obstructed and easily opened from inside.
• Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
• Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
• Clearly displayed in the premises
• Explained to new members of staff, volunteers and parents
• Practised regularly at least each half term
• Records are kept of fire drills and the servicing of fire safety equipment
Also refer to Fire Evacuation and Bell Test policy