



HEALTH AND SAFETY POLICY

Date of last review: January 2025
Date of next review: January 2026

INTRODUCTION

This document outlines the School Health and Safety Policy for protecting the health, safety and welfare of our employees at work and others who may be affected by our activities.

We recognise that under section 2 of the Health and Safety at Work Act 1974, the written statement must:

State our general policy on health and safety.

Describe the organisation and arrangements for carrying out our policy.

Be effectively communicated to all our employees.

Be monitored, reviewed and wherever appropriate, revised.

In addition, we recognise that as an employer, the organisation and its employees have certain statutory duties and we welcome the opportunity to fulfil these wide-ranging responsibilities.

Darul Madinah has a responsibility to ensure that there are such arrangements in place for the effective planning, organisation, control, monitoring and review of matters of health and safety. The Head Teacher and individuals need to be aware of their responsibilities as part of the Health and Safety Policy.

Status of the policy

This policy has been written by the management and approved by the Director of DAR UL MADINAH. It is a live document and will be constantly reviewed and updated.

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The School's policy is to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment for our employees, providing appropriate equipment, operational processes and safe systems of work for all our activities.

Other people may be affected by our activities (i.e. visitors, contractors, and members of the public etc.), and we accept the responsibility to provide appropriate levels of safety to them.

We will establish and maintain effective health and safety management arrangements throughout the organisation.

We will provide adequate and appropriate employee information, instruction, training and supervision to enable people to positively contribute to risk management at work.

We will provide suitable welfare facilities for our employees at work.

Where risk to safety or health need to be assessed under a specific legal duty, we will ensure that a suitable and sufficient assessment is carried out by a competent person and remedial action implemented if considered necessary.

We will ensure that competent advice is available to management and staff to assist them in meeting their responsibilities.

We will consult with employees or their representatives on health and safety matters that directly affect them.

Every employee has a legal obligation to take reasonable care for his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions. In addition, all employees must co-operate with us to enable full statutory compliance.

We will review our health and safety policy and arrangements at least annually or earlier if circumstances warrant it, to ensure its further development and continuing relevance and effectiveness.

ORGANISATION AND ARRANGEMENTS – H & S RESPONSIBILITIES

The Senior management of Dar-UI Madinah

As employer of everyone in the School, it is DAR-UL MADINAH's legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. In practice, the Director of DAR-UL MADINAH will delegate direct responsibility for implementing policies to the Head Teacher, but retains ultimate legal accountability.

The main responsibility of DAR-UL MADINAH is to:

- Ensure the School complies with all relevant Health and Safety legislation.
- Publish and review the School's Health and Safety Policy Statement.
- Appoint one member to carry out the role of 'Health and Safety Co-Coordinator'.
- Encourage a high level of commitment from its Executive members and its employees so that Health and Safety becomes an integral part of the School's culture.
- Ensure that Health and Safety considerations are factored into DAR-UL MADINAH decisions.
- Be kept informed of relevant Health and Safety Risk Management issues.
- Ensure School management systems provide for effective monitoring and reporting of Health and Safety performance.
- Review the School's Health and Safety performance regularly.

School's management

The School management has overall control of Health and Safety and is accountable to DAR-UL MADINAH for implementing policies within its area of responsibility.

The main responsibilities of the School management are to:

- Ensure the School complies with all relevant Health and Safety legislation.
- Ensure there is an effective Health and safety Policy in place and it is reviewed periodically.
- Encourage a high level of commitment from all staff so that Health and Safety becomes an integral part of the School culture.
- Ensure arrangements are in place to formally assess the work-related risks faced by all employees and others who work at or visit School premises.

- Ensure that Health and Safety considerations are factored into School decisions.
- Appoint a 'Health and Safety Co-Ordinator' to carry out the management of Health and Safety.
- Provide adequate resources (people, funds and time) to meet health and safety requirements.
- Provide employees with suitable and sufficient information, instruction, training, and supervision regarding the risks they face and the preventative measures that control those risks.
- Have in place effective arrangements to consult and involve employees about any issues that may affect their health and safety.
- Monitor and review health and safety to ensure that all reasonably practicable risk reduction measures are taken.
- Inform the Executive Committee of DAR-UL MADINAH of any significant actual or anticipated health and safety failures.

The School Head Teacher

The School Head Teacher has overall control of Health and Safety within his area of responsibility and is accountable for implementing policies.

The main responsibility of the School Head Teacher is to:

- Ensure the Health and Safety Policy is effectively communicated to all staff.
- Encourage a high level of commitment from individual staff so that health and safety become an integral part of the culture.
- Ensure that health and safety considerations are factored into decisions.
- Monitor and review health and safety performance to ensure that all reasonably practicable risk reduction measures are taken.
- Encourage staff to become well informed about health and safety, in particular to take advantage of all training and information (emergency arrangements, first aid, risk assessments etc.)
- Ensure individual staff are adequately supervised to safeguard their health, safety and welfare.
- Ensure staff are aware of fire and emergency procedures.

- Ensure procedures are in place for individual staff to report accidents and incidents as well as near misuse and unsafe conditions.
- Liaise with Directors to ensure any incidents are investigated, taking corrective action as necessary.
- Provide statistics and information required by the School and senior management of DAR-UL MADINAH.

All Employees

All employees are responsible for helping to maintain a safe and healthy working environment. They must ensure that they take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions by:

- Co-operating with all health and safety arrangements, including risk assessments.
- Complying with any risk reduction measures that are identified.
- Attending all Health and Safety meetings, as requested.
- Complying with all instructions, guidance and local health and safety procedures.
- Observing the local procedures for emergency arrangements, first aid, location of safety signs etc.
- Reporting all accidents, incidents, near misses and occupational ill health – where appropriate filling out the accident book and relevant documentation.
- Making suggestions to improve health, safety and welfare within the work environment to the Head Teacher.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.

DUTY OF CARE

Responsibility of Students

In compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, students and visitors have the right to enter the School premises for legitimate reasons.

Younger children must be provided with additional supervision to take into account of their lesser experience and to ensure their safety.

Disciplinary Action

We will take all necessary steps to ensure a safe system of work exists within the School and is adhered to. The disciplinary procedures may be invoked in pursuance of this condition.

Smoking

DAR-UL MADINAH recognises that smoking can cause damage to health. It has therefore designated the School a non-smoking area wherein smoking is totally banned. Please refer to no smoking policy.

Drugs

Drugs, other than prescribed medication, are also totally banned on School premises and must not be taken by employees or students whilst working/attending the School.

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 define the principles for the successful management of health and safety at work and require effective planning, organisation, control, monitoring and review of our preventative and protective measures.

Competent Risk Assessors will carry out formalised assessments of all areas associated with our work activities, enabling appropriate risk control measures to be implemented.

Written assessments will be produced and retained in the appropriate location and reviewed annually or when significant changes occur.

The significant findings of the risk assessments will be brought to the attention of the School Directors to implement appropriate remedial measures.

How are risk assessments devised

The Head Teacher will walk around the whole building indoors and outdoors and make notes of all risks. All the risks will be assessed in order of priority. Measures will be devised to lessen or prevent the risks. Some risks cannot be prevented therefore an action needs to be taken to minimise. This will be done as daily checks. We have three daily checks which need to be carried out. Staff need to complete the daily checks and tick off that it has been checked. If there are any concerns they need to be written and action needs to be taken and recorded. Although the staff will complete all checks before children come in but some checks need to be completed each time. Such as garden check every time the children are taken out in the garden the staff need to be vigilant of the risks and make sure no one is affected by them. Staff need to be alert all the time and be confident to minimise risks. If unsure need to contact the Head Teacher.

Reviewing risk assessments

Although the Head Teacher will review the risks assessments termly but changes can be made as and when needed. If in one area there are regular accidents occurring then another risk assessment may need to be done to find out what is causing this and how to lessen the risk and improve the safety.

STRESS

Our principle aim is to minimise the risk of work-related ill health, which can result when demands placed on an individual outweigh the individual's ability to cope. The emphasis is on the achievement of organisational health through the continued development of policies and practices including those related to performance, development, sickness absence, welfare and diversity.

EMERGENCY PROCEDURES

The Management of Health and Safety at Work Regulations 1999 require employers to establish and give effect to appropriate procedures to be followed in the event of serious or imminent danger to their employees.

The School Head Teacher set out clear guidance on procedures to be followed in emergency situations and will nominate sufficient competent persons to implement the procedures.

FIRE PRECAUTIONS

We will meet the requirements of the relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997 (as amended). We will ensure that a Fire Risk Assessment is carried out, identifying the significant findings. The assessment will include arrangements for means of escape, means of fighting fire as well as maintenance and testing of fire precautions.

We will provide an emergency plan and provide information, instruction and training to all staff about the fire precautions in the workplace. Sufficient numbers of competent emergency response personnel will be appointed and trained.

Alarm testing will be carried out regularly and this test will be recorded.

Practice evacuations will be exercised at least once a year and the practices will be recorded.

FIRST AID

We will ensure that suitable first aid facilities, materials and equipment are provided following a risk assessment as required by the Health and Safety (First Aid) Regulations 1981. Sufficient numbers of First Aiders will be trained to cover our activities during School hours.

Please see first aid policy

THE BUILDING

The requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will be applied to our workplace. Our building will be maintained in a sound condition and any defects identified reported to the Senior management of DAR-UL MADINAH.

ENVIRONMENT CONDITIONS

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the workplace and the equipment, devices and systems provided shall be maintained in efficient working order and in good repair. Where appropriate, the equipment, devices and systems will be subject to a suitable system of maintenance with defects being reported to the senior management of DAR-UL MADINAH.

WORK EQUIPMENT

We will ensure that all work equipment is suitable for its intended purpose and that adequate training is provided in its use. All work equipment will be suitably maintained and appropriate records kept. Individuals must take reasonable care for their own health and safety and report all unsafe faults or conditions immediately they are observed.

ELECTRICITY

We will ensure the provision of safe electrical plant, electrical systems, equipment and adequate maintenance as part of the Electricity at Work Regulations 1989. This includes all fixed supply and plant, as well as portable and transportable equipment held at the premises.

A competent electrical contractor will be used if any electrical work needs to be carried out in the School.

CONTROL OF CONTRACTORS

Contractors are persons who are present in our workplace as a result of our undertaking and their activities must be regulated. Prior to arranging any contractor we will ensure that they are competent to carry out the task. The following factors will be considered before a contractor is appointed:

- The Site contractor's Health and Safety Policy.
- Dar-UI Madinah hold statements, risk assessments, permit to work as appropriate.
- Any Details of hazardous substances which are brought onto our premises.
- Clarification for supervision and communication during the work.

VISITORS

We have a legal duty to ensure that all visitors to our premises are not exposed to risk. Therefore, we must ensure that assessments identify the risks to visitors that are reasonably foreseeable.

All visitors are required to report to the building reception on arrival, are accompanied at all times and informed of the emergency, first aid and welfare arrangements. Please refer to code of conduct.

All visitors will need to display a visitor's badge visibly at all times; this will be provided when signing in at reception. All visitors need to follow the rules and health and safety procedures of the School.

All visitors will need sign in and out, enter from main reception area and exit from main area.

ACCIDENT/INCIDENT REPORTING PROCEDURES

All accidents, incidents and cases of occupational ill health will be recorded and the details incorporated within the monitoring and review procedures for health and safety. Accidents and incident information will be collated by the School Head Teacher.

Where specified by legislation, injuries, diseases and dangerous occurrences will be reported to the relevant Enforcing Authority. All accidents and incidents will be investigated and measures taken to safeguard against repetition.

SAFE SYSTEMS OF WORK

It is our policy to ensure, so far as reasonably practicable, that all required tasks can be carried out with the minimum risk to staff and children. Where there is an unacceptable risk, a safe system of work will be devised and implemented.

CONSULTATION

The School Head Teacher will consult in good time with staff on matters relating to their health and safety at work and particularly to ascertain what measures should be taken to increase awareness of health and safety.

HEALTH AND SAFETY TRAINING

We recognise that competent staff at all levels can make a more effective contribution to health and safety by actively participating in improving health and safety standards.

An individual's training needs will be established through the risk assessment process. Particular attention will be paid to the level of training required for the responsibilities given. All new employees will receive health and safety induction training. Training will also be provided when an individual's job or responsibilities change and there are new or increased risks as a result. Records for all health and safety training will be kept and maintained by the School Head Teacher.

HEALTH AND SAFETY MANAGEMENT

The School is committed to improving its health and safety performance. As part of this we will aim to proactively manage health and safety by controlling significant risks. We will also look to utilise the key elements of successful health and safety management.

OFFICE ACCOUNTABILITIES AND RESPONSIBILITIES

Under the legislation, most of the accountability of health and safety falls to the "employer" who in the School is represented down the management line from the senior management of DAR-UL MADINAH down to the School Head Teacher. In fulfilling these responsibilities, the School Head Teacher will be able to obtain assistance and advice from the staff she sees fit. When functions are delegated, this does not reduce the Head Teacher's overall accountability for the health and safety of his staff.

In practical terms, different people may need to take responsibility depending on the circumstances. As an example, in an emergency situation, the School Head Teacher would take the lead and co-ordinate all activity but seek competent assistance. And of course, everyone has a responsibility to take reasonable care for the health and safety of themselves and others affected by their activities.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;

- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents (see 'Reportable gas incidents').

The responsible person for reporting under RIDDOR is **Khalid Mirza**