# JAMIA ISLAMIA BIRMINGHAM

## Health and Safety Policy

REVIEWED: September 20226

REVIEWED BY: Mr. Haroon Rashid, Head Teacher

NEXT REVIEW: September 2027

# Health and Safety Policy

At JAMIA ISLAMIA BIRMINGHAM, we are committed to providing a high standard of welfare, health and safety for all students, staff and visitors.

## Health and Safety Guidelines:

It is our policy to:

1. Establish and maintain a safe and healthy environment throughout the school
2. Risk assessment must be carried out monthly for the premises.
3. Establish and maintain safe working procedures among staff and pupils.
4. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
5. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety.
6. Maintain all areas under our control in a condition that is safe and without risk to health and safety.
7. Formulate effective procedures for use in case of fire and for evacuating the school and boarding premises.
8. Lay down procedures to be followed in case of accident or emergency.
9. Teach safety as part of pupils' duties where appropriate.

All employees must take reasonable care for the health and safety of themselves and others by complying with the following:

1. Ensure effective supervision of students at all times.
2. Understand the hazards in their work (this is especially important for teachers carrying out science experiments).
3. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
4. Follow safety rules and procedures.
5. Use work equipment, personal protective equipment, substances and safety devices correctly.

6. Work in accordance with the training provided and only deal with tasks they have been trained for.
7. Co-operate with the employer's arrangement for protecting the health and safety of their employees.
8. Report all accidents, incidents of violence and abuse and any work related ill health.
9. Report any circumstances, which present or may present a hazard.
10. It is everyone's duty to ensure that there is no running in the corridors or up and down the stairs. Extra care should be taken in the playground during break.
11. Teachers should ensure that floors are always clear of things that may cause students or staff to fall over.
12. Ensure that doors are either held open or hooked up when children are moving around.
13. Teachers should not allow students to go to the computer room unsupervised.
14. All teachers should familiarise themselves with the actions that need to be taken in the event of a fire or fire drill and for this should refer to the Fire Emergency Plan.
15. A member of the administrative staff should ensure that there is always more than one fire extinguisher on each level and that the fire alarms can be heard from all levels and classrooms. They will also be responsible for carrying out regular fire drills.

**First Aid Guidelines:**

- Accidents to staff and pupils must be reported immediately to the office. Staffs with experience of first aid are available to offer assistance. An accident report form will be issued if necessary to be completed by the person in charge of the pupil at the time, the accident occurred.

16. All cuts or grazes should be dealt with independently and appropriate action taken by the first aid officers **Mr Afsol Hussain, Mr Muhsin Haqqanee**. A basic first aid box is kept in the school office, boarding office and in the common room of the boarding building.

17. A note of any child being hurt and resulting action taken should be made in the First Aid register (kept with the admin staff) irrespective of how minor or major it is.
18. In the event of a serious accident or illness it is the teacher's duty to ensure that the parents are informed so that the child may be picked up from school.
19. Any child feeling unwell in class should be sent to the admin office so that necessary steps can be taken. Parents should also be informed that their child is not feeling well and in serious circumstances the parents should be asked to come and take their child home.
20. Any child sent to the medical room must be accompanied by an adult at all times until he either feels well enough to return to class or is sent home.
21. Report all accidents, incidents of violence and abuse and any work related ill health.
22. As far as possible parents are encouraged not to send medications to school. Prescribers can be asked if they can give a dosage that allows their child to take the medication before and after school hours.
23. If medication needs to be sent to school it should be in the original container. The school will not accept any medications that have not been prescribed by a doctor, dentist, nurse or pharmacist and are not in the original container.
24. Staff will not give any non-prescribed medications to any student unless specific written permission has been given by the parents.
25. Staff administering the medicine should check:
    a) The child's name
    b) Prescribed dose
    c) Expiry date
    d) Written instruction provided by the prescriber on the label or container

- Students that are responsible should be encouraged to manage their own medication under the supervision of a member of staff.

**Health and Safety on Educational Visits:**

- All out of school activities must be arranged with the prior approval of the Head Teacher.

- On obtaining approval, parents should be informed and parental consent obtained.
- Care must be taken to ensure that pupil health and safety will be considered and any risks fully assessed.
- Ensure sufficient supervision of students will be maintained by providing a minimum ratio of 1 adult to 7 children. Always ensuring that there are a minimum of 2 adults per group in case of emergency, e.g., illness of child due to which he needs to be taken back to school.
- Ensure any necessary medications and a First Aid kit is taken along on a trip.
- One person should be made in charge of First Aid arrangements on the trip.
- A risk assessment should be carried out prior to the visit and continuously while on course.
- Transport arrangements should provide a seat for each member of the party. Ensure seat belts are worn (if available).
- Before a party leaves school the office should be informed of all those leaving with the party.
- If an accident occurs the priorities are:
  a) Assess the situation
  b) Safeguard the uninjured members of the group
  c) Attend to the casualty
  d) Inform the emergency services and everyone who needs to know of the Incident.

**Personal Safety:**

**Working alone:**
Staff should not work alone in the building without informing someone of their presence.

**Interviewing pupils or parents:**
There may be times when you need to consider your own safety when interviewing parents or pupils. If you believe a confrontational situation may arise, do not interview alone.

## Security of children and staff Controlled Access:

To prevent any unauthorised or unknown visitors from entering the school, the external gate is monitored via security camera and all visitors, when on the school premises, have no alternative but to enter the school reception where they will be greeted by the administration team. The second gate which leads to the school play area is locked during school hours except at the start of the day and at home time when parents come into school to collect their children. Fire doors can only be opened from the inside.

## Entering and leaving the school:

There are two entrances into the school premises, at the start of the day and at home time a Teachet is always outside of one door to ensure no unauthorised person enters the school. During the day there is only one entrance. If any child is not collected on time they are to come to the office, where a member of staff will inquire as to the reason of the delay. The child will stay in the school building until an adult arrives to collect them. No child will be permitted to leave the school unless we are sure they are safe.

**Leaving school during the day:**

No student is permitted to leave the school during the day unless for an appointment for which they have brought a signed note or a parent/ guardian have phoned the school.

## Security of personal property:

Students are asked not to bring any valuables to school. Individual staff members are responsible for any items they bring to work.

## Security of equipment and cash:

1. Any cash left on the premises should be kept in a secure cabinet.
2. It is the responsibility of the school administration/caretaker to ensure that:
   - All locks and catches are in working order.
   - That lightings are working.
   - The fire alarm has no faults.
   - CCTV cameras are in working order.

- The security system is working properly.

3. Before leaving the premises the administration/caretaker is responsible to check that
   - All windows and doors are securely shut.
   - The gates are locked.
   - New road marking enforced outside the gate.