

## **IQRA INDEPENDENT SCHOOL POLICY**

### ***Health and Safety Policy***

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## HEALTH AND SAFETY POLICY

This policy has been produced for the benefit and safety of all staff, children and trustees. All staff should have a copy in their classroom and should make efforts to become familiar with the contents. This is a working document in which procedures are laid out for the purpose of being followed in all reasonable circumstances.

### **Aim**

The aim of our school is to create an environment where pupils, staff and visitors are safe. This is achieved by following procedures to eliminate risk and teaching good habits so that individuals are able to take care of themselves and each other, recognizing that some activities have an element of risk and acting to reduce this to an acceptable level, e.g. when dealing with science equipment.

Safety forms part of both the formal and informal curriculum. All adults consider the safety aspects when planning work and if necessary carry out a risk assessment i.e., when planning a day trip.

The school rule, 'we look after ourselves and each other', forms the basis for safety education. This ethos is underpinned by the hadith "love for your brother that which you love for yourself". Children are taught how to use equipment safely and school rules for behaviour are based on safety. Each class should devise their own set of rules at the start of a new year with this in mind.

The majority of subjects make reference to health and safety and some, mainly science and PE contain specific aspects. Where a teacher has identified a possible risk, i.e. a new skill in PE, the children are to be made aware of the correct procedures for the activity with the emphasis on keeping safe.

It is the duty of each staff member to detail repairs in the repair book. Thereafter it is upon the trustees to ensure that repairs are carried out in due course. Cleaning equipment and chemicals are to be kept in the store, which is locked.

### **Moving Equipment**

Children may at times need to move equipment. It is the responsibility of the teacher to ensure that this is carried out in a safe manner.

Members of staff who move larger items must follow the correct procedure so as not to cause themselves injury.

### **Fire Drill**

It is the responsibility of teachers to ensure that the children are aware of the procedure if a fire alarm sounds. The routes for leaving the school premises have been notified to staff. It is the



responsibility of each teacher to present information on fire exits to non-teaching staff in their class e.g., helper, visitors etc.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. The teacher in KS2 (lower- girls) and KS2 (upper- girls) will check that pupils have evacuated the toilets on their floor respectively. All classes assemble in the school playground and move to the car park at the rear of the mosque, where the teachers will be taking the register. Teachers must immediately report to the School Administrator if a pupil is missing.

If the fire alarm sounds at lunchtime the lunch supervisors are responsible for evacuating their part of the school. The children line up according to their classes in the school playground and the teachers join them there.

In the case of a drill, when the all clear is given the children may walk back into the school building.

In the case of an alert, everyone will remain in the car park until told to do otherwise under the supervision of a member of the fire brigade or the all clear is given and they are allowed back into the school building. In the case of a fire alarm it is the responsibility of the School Administrator to contact the fire brigade. In cases where the premises are unsafe to re-enter, children will be gathered in the communal area of the mosque and wait to be collected at home time.

Fire drills will be carried out each term. The bells will be tested fortnightly and this will be recorded in the log book for inspection by the fire officer.

## **SMOKING POLICY**

The school is a no smoking area and all staff and visitors are expected to comply with this ruling.

## **SECURITY OF PREMISES**

The School Administrator and the Finance Administrator are the designated key holders for the school.

Each morning the School Administrator checks:

- All locks and catches are in working order
- The fire alarm has no faults
- The intruder alarm is working properly

Before leaving the school, the administrator checks that:

- All the windows are closed
- The doors are locked and secure



- The intruder alarm is set
- The gates are locked

Where a member of staff leaves the premises after the caretaker/administrator they are responsible for setting the intruder alarm and locking the doors.

\*If the intruder alarm goes off at night it automatically rings the key holders. The attending key holder must wait until a member of the police force is present before entering the building.\*

The Head Teacher is responsible for the security of the school during the day, in the absence of the Head Teacher this responsibility falls on the School Administration. All visitors are required to report to the General Office. Visitors to the school are required to sign in and wear a badge to identify themselves. The children are taught to tell a member of staff if they see a strange adult not wearing a badge.

### **Hazardous Substances in School**

All substances, which may be hazardous, are kept in a locked store.

\*The Head Teacher is responsible for making sure that the COSHH register is kept up to date and that staff are aware of it and use it correctly. Members of staff use these guidelines when dealing with hazardous materials- especially procedures for spillages. \*

### **Medicines in school**

Generally, members of staff are not required to administer medicines to pupils. Where possible, parents are encouraged to time the doses so that they do not coincide with the school day. If this cannot be avoided, parents are asked to come into school to administer the medicine. On rare occasions a teacher may agree to supervise a child taking medicine. In this case it is made clear that the help is voluntary and the parent must sign an authorization form.

Where a child has been prescribed a long-term course of medication the administration of medicine will be considered on an individual basis. The parents will need to provide written authorization detailing the doses and timings of the medicine. In this case medicines will be stored in the fridge in the staff room, clearly labelled. Ideally, the *medicine* will be self administered under adult supervision although younger children may require help.

### **Inhalers**

Some children require the use of inhalers at various times. Parents of these children are asked to simply detail the dose, medicine and any other information necessary. Inhalers are kept in the classroom, easily accessible to the children. All inhalers must be named. Teachers will take the inhalers when the class leaves their room, i.e. in PE. Children generally administer inhalers themselves.



## **Allergies**

Parents are asked to inform the school of any severe allergies that children have when they enrol at the school. A list of these is kept on file in the office. Also copies will be found in the pupil information section of the teacher's folder. When a food activity is planned, parents are informed so that they can update the information if needed.

In the first instance teachers *are* responsible for minor first aid. Those qualified in first aid, teaching and non-teaching, deal with more severe cases. All parents are informed of the need to allow a qualified first-aider to treat their child if the need arises.

At lunch time children requiring first aid (minor) are sent down to the school administration office for attention. For more *severe* incidents children know to call for help from the staff room or school administration office.

There are a number of first aid boxes in the school office. They are marked with a green cross. First aid boxes should always be easily accessible. One from the office is taken on school visits. The contents *of* the boxes are monitored by the lead first-aider.

## **Bodily fluids**

When dealing with any accident involving bodily fluids, disposable gloves must be worn (these can be found in the nursery). Any materials used to clean the wound or surfaces must be disposed of safely. If a child's clothing is soiled it is sent home in a sealed plastic bag.

## **Accidents**

All accidents need to be recorded in the school accident books. Each class has their own copy. Details of the accident and treatment should be recorded and dated. If a child receives a head injury, parents must be informed in writing or phone. In case of bumps and bruises cool packs can be used.

For more severe injuries the Head Teacher and trustees must be informed.

In the case of a serious accident we follow the following procedure:

- Send for help, i.e. ambulance.
- Contact parents.
- Contact Head Teacher/ Trustees.

If it is deemed necessary to take a child to casualty, two adults must accompany the child.

## **Reporting Accidents**

### **Adults**

If an accident is severe or fatal then:



1. Phone the HSE straight away.
2. Fill out form F2508 within 7 days.

If an accident is not serious but results in 3 or more days off work:

1. Form F2508 should be returned within 7 days.

### **Lone working**

At times members of staff may be working alone in school. In such cases staff are required to inform someone trustworthy of their whereabouts in case of emergency.

### **Contractors**

All work by contractors must be pre -arranged so that the necessary arrangements can be made. Where practical, work should take place when the children are not in school. If this cannot be avoided the area where the work is taking place will be made inaccessible to pupils.