

Saturday Islamic School (SIS) operates within the framework of the local authority's policy on health and safety and follows all instructions and advice issued by relevant authorities, including the DfE. This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within.

Aims and objectives

Our aims/objectives for health and safety are to:

- provide a safe and healthy environment for pupils, staff, volunteers and all other people who come onto the premises of our school, and;
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Responsibilities

It is the responsibility of all members of the school community to follow this policy, and ensure its implementation.

Governing Body

It is the responsibility of the governing body to review this policy bi-annually and incorporate any necessary changes as required by law or guidance from the local authority. The governing body is also responsible for facilitating safety training for staff.

Branch In-Charges

It is the responsibility of the Branch In-Charges to take responsibility for the day-to-day operation of this policy. The Branch In-Charges are also responsible for:

1. making yearly inspections or risk assessment to ensure that a safe and healthy environment is maintained;
2. establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
3. ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency;
4. to liaise with Partners to ensure that fire-fighting equipment is available and maintained.

Staff members

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

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

Pupils

It is the responsibility of pupils to develop a growing understanding of health and safety issues and to:

1. conduct themselves in an orderly manner in line with the school codes, and;
2. 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 their children attend school in good health and provide prompt notes to explain all absences. Parents are also responsible for:

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

Implementation and organisation

Involvement of all members of the school community

1. Issues of health and safety are discussed regularly at staff meetings and at meetings with parents and guardians.
2. Health and safety issues are part of the yearly induction programme for all staff, and the induction for new parents to the school.

Teaching pupils about health and safety issues

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

1. a programme of age appropriate health education workshops, particularly for those reaching puberty;
2. the compilation of a set of rules to begin the school year by each branch at the beginning of the autumn term, and;
3. regular weekly assemblies.

Accident prevention, reporting and investigation

1. All staff and pupils are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible;
2. Potential hazards should be promptly reported to the Branch In-Charge;
3. The Branch In-Charge will respond immediately to investigate and rectify the hazard;
4. All accidents are recorded in the school Accident Book;
5. Parents are notified as soon as possible in the case of accidents to pupils. For this purpose an up-to-date contact list is maintained, and;
6. Prompt investigation of all accidents is undertaken by the Branch In-Charge in order to establish cause and adopt remedial measures.

First aid provision

1. A trained first aider is present in all Branches at all times.
2. A fully stocked first aid box is located in the school office or at the meeting point. These are regularly checked and maintained by the Branch In-Charge.
3. Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent a member of staff will accompany a pupil to hospital.

Fire precautions

1. There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.
2. A termly fire drill is held, monitored and timed in accordance with guidelines from the local authority.
3. Weekly checks and maintenance of fire alarms and fire-fighting equipment are undertaken by the premises manager.
4. The local fire brigade periodically checks equipment, procedures and exits.

Electrical safety

1. There is a code of practice for pupils using electrical equipment. All staff and pupils are made familiar with this.
2. Pupils may not bring any mains powered electrical equipment from home for use in school.

Special medical conditions

1. All staff are informed about any special medical conditions of all pupils in the school and about what response may be required in an emergency.

Personal hygiene

1. A high standard of personal hygiene is encouraged for all staff and pupils. This involves teaching all pupils to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

Playground safety

1. There is conscientious supervision of playgrounds involving at least three staff for each playtime.
2. Regular inspection and maintenance of playground equipment is undertaken by the Partner schools.
3. School rules about playground behaviour are designed to maximise playground safety.

Monitoring and evaluation

This policy will be monitored by the governing body and adjustments will be made as necessary.
