



Noor ul Islam Inspire Madrassa

Health & Safety Policy

1. Introduction

1.1 The Management at Noor Ul Islam Inspire Madrassa are committed to the promotion of a safe and healthy environment for staff and pupils and for other users. The policy has been developed in line with guidance from "Health and safety: responsibilities and duties for Schools (Nov 2018)".

The Madrassa Manager is committed to the provision of adequate and appropriate safety training for staff.

2. Roles and Responsibilities

2.1 The Madrassa Health and Safety Officer is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- ensure the madrassa manager reviews it on an annual basis.
- the day to day management of health and safety

This will be achieved by:

- monitoring of and receiving reports from the Madrassa Manager.

2.2 Madrassa Manager

The Madrassa Manager will be responsible for:

- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to the Operations Manager on health and safety matters

2.3 CARETAKER currently Kheireddine Chetioui

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the Madrassa Manager promptly
- undertaking regular visual checks prior to the start of classes.
- carrying out regular safety check of the grounds including the front yard where parents wait.
- any other duties identified by the Madrassa Manager.

2.4 ALL STAFF

It is a requirement of the Health and Safety at Work Act 1974 that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore have access to this document and will be expected to comply with the procedures it contains at all times. As part of their induction new staff will be issued with a Health & Safety handbook.

2.5 All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

2.6 Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

2.7 OTHER MADRASSA USERS

The following users should be made aware of relevant sections of the Madrassa's Health and Safety Policy:

- Admin staff
- Voluntary/Work experience/Placement students
- Parents
- Pupils

3. PRACTICAL ARRANGEMENTS

FIRST AID

3.1 The Madrassa will arrange adequate First Aid resources, during its classes. See First Aid Policy.

FIRE SAFETY

3.2 There will be an evacuation practice twice a year, the outcome of which will be recorded in 'Health and Safety Maintenance (ST)' folder. See Fire Drill Policy.

3.3 Fire evacuation procedures are displayed around the building. All staff must ensure that they are familiar with them.

3.4 Fire-fighting equipment is serviced annually, arranged by Noor UI Islam Head Office.

3.5 Smoking is not permitted anywhere in the Madrassa building.

3.6 At large gatherings, for example Madrassa plays, parents evening, prize giving days..., all relevant emergency exits must be made known and be accessible.

4. HAZARD & DEFECT REPORTING

4.1 All defects and hazards relating to the building or grounds should be reported immediately to the Madrassa manager.

5. RISK ASSESSMENT

5.1 Risk assessments play a vital role in establishing and ensuring all pupils and staff are working in a safe environment. Whilst the Noor UI Islam Head Office conducts a building Risk Assessment, the Madrassa Health and Safety Office should also arrange for a specific Madrassa Risk Assessment.

6. (COSHH) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

6.1 The responsibility for carrying out COSHH assessments will rest with the Head Office.

7 ELECTRICAL SAFETY

7.1 Any faults must be reported immediately. The Head Office will arrange for appliances must be tested regularly and recorded in the PAT documentation. In addition, staff will be reminded to ensure a visual check is carried out before using any electrical equipment. Any voluntary/work experience staff will require training on equipment before they are allowed to make use of these items.

7.2 Any privately owned electrical equipment must receive PAT where it is approved and used for Madrassa purposes.

8. SECURITY/VISITORS TO THE SITE

8.1 During the Madrassa day, all visitors will be expected to report to the Madrassa office.

9. SUPERVISION BEFORE AND AFTER MADRASSA

9.1 The Madrassa accepts no responsibility for children who arrive on the premises before 4:30pm (weekday madrassa) or 10:00am (Saturday), unless through the agreement of a staff member they have been asked to be on-site. Teachers assume responsibility for their pupils on their arrival from 4:30pm/10am

9.2 Parents are asked to make arrangements to collect their children promptly at the end of the session (weekday: 6.40pm, Saturday 12:30pm). Teachers must ensure that each child is collected by a known and authorised adult. Children will not be permitted to leave with an adult unless the child's parent has given permission. If any child is not collected straightaway, the class teacher will inform the office. The Madrassa Manager assumes responsibility until the child's parents/carers take the child. The Madrassa will also not allow other children to collect siblings as a regular practise except in mitigating circumstances.

10. MONITORING AND REVIEWING

It is the responsibility of the Madrassa Manager and Health and Safety Officer to monitor the effectiveness of this policy. The policy must be reviewed at least every year.

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Author: Aslam Hansa

Frequency of Review: Annually

Last Review Date and version: 23rd April 2024 Version 1

Version	Changes
2	
3	
4	
5	
6	

Appendix 1 (TO BE REVIEWED)

Overview of checks to be carried out and by whom

Area	Frequency	Responsible	Recorded
Fire Alarm Panel,	Daily	Caretaker	H&S Folder
Escape routes, passageways	Daily	Caretaker	Any remedial action noted in file
Fire alarm service	6 monthly	Head Office	
Emergency lighting	Monthly	Head Office	
Fire drill	At least twice a year	Madrassa Manager	H&S Folder
Internal areas check	Monthly	Caretaker	
First Aid boxes	Termly	Head Office	
Display equipment survey	Annually	Madrassa Manager	Personnel files