

# HEALTH & SAFETY POLICY

MADRASSA FAIZUL ISLAM WITTON MASJID

1-8 The Broadway, Perry Barr, Birmingham, B20 3EA & 330 Witton Road, Aston, Birmingham, B6 6PD

## Contents

Introduction .....	3
Aim and Objectives .....	4
Objectives of the Policy.....	4
Organisation and responsibilities. ....	5
Health and Safety Arrangements.....	5
Safety .....	6
First Aid .....	7
Medication Policy.....	8
Staff health and welfare.....	9
Trustee Acceptance Form .....	10
Document Control.....	10

## Introduction

Madrassa Faizul Islam Witton Masjid (MFIWM) will comply with both the letter and the spirit of the Health and Safety at Work Legislation. MFIWM will regard the provisions of this legislation as the minimum requirement for Health & Safety.

MFIWM will also take full consideration of relevant Health and Safety guidance issued by the Health and Safety Executive and all other enforcement agencies.

The Trustees appreciate that responsibility for Health and Safety is an integral function of management and staff, on a par with responsibilities for all other Charity operations, and they also recognise the benefit of a fit and healthy workforce. The Trustees also acknowledge and accept responsibility for the Health and Safety of other people who may be affected by our activities, including worshippers, visitors, students, volunteers and contractors.

MFIWM is committed to providing Health and Safety training, information and supervision to all employees including new recruitments and volunteers to enable them to improve their knowledge and awareness of Health and Safety and to discharge their own Health and Safety responsibilities. The Charity's approach to Health and Safety will include consulting staff on areas of operation which affect their Health and Safety and provide reporting systems to allow staff to raise concerns with the management team.

The Trustees will undertake to review and revise this policy as often as required by changing legislation and particularly as the Charity changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year or more frequently where there are significant changes to our operations or environment. All changes will be brought to the attention of all Trustees, visitors, employees and volunteers.

The Trustees believe it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this Policy and we seek active co-operation between all building users to maintain a safe and healthy environment for ourselves and for those who use our facilities.

The Policy will be issued to all employees and volunteers. It incorporates our general approach towards compliance with all Health and Safety legislation.

## Aim and Objectives

Health and Safety is an important consideration for MFIWM. We will take all reasonable steps to provide a safe and caring environment for children, staff, volunteers and visitors. All personal data and information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

## Aims of the Policy

1. To ensure a safe and healthy environment and working conditions for all our employees, volunteers, clients, and visitors.
2. To create and maintain a positive Health and Safety culture across the organisation, so that there is a continuous improvement in our Health and Safety performance.

These aims will be pursued regardless of whether particular services which form part of our undertakings are performed by our employees and volunteers, or by outside contractors acting for us.

## Objectives of the Policy

MFIWM expects, and requires all trustees, employees and volunteers to work towards achieving the following objectives in the field of Health and Safety.

1. To comply at all times with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and all other relevant statutory provisions, including Health and Safety Executive codes of practice and guidance and relevant fire safety legislation.
2. To identify hazards arising from our activities, to assess the resultant risks to Health and Safety and to develop appropriate measures to control these risks.
3. To effectively plan, organise, implement, control, monitor and review measures put in place to control risks.
4. To provide employees and volunteers with suitable information on Health and Safety risk assessments and on the measures necessary to control these risks.

### Organisation and responsibilities.

MFIWM Management have the overall responsibility for Health and Safety. It will:

- › Ensure Health and Safety has a high profile.
- › Ensure adequate resources for Health and Safety are available.
- › Consult staff and provide training opportunities.
- › Monitor and review Health and Safety.
- › The Principal will:
  - › Develop a Health and Safety culture throughout Madrassa .
  - › Take day to day operational decisions.
  - › Ensure staff and volunteers are aware of their responsibilities.
  - › Update Madrassa Management Team.
  - › Draw up Health and Safety procedures.
  - › Monitor effectiveness of procedures.

All staff and volunteers will:

- › Support the implementation of Health and Safety arrangements.
- › Take reasonable care of themselves and others.
- › Ensure as far as is reasonably practicable that their classroom or work area is safe.
- › Report shortcoming to the Principal so they can be dealt with.

### Health and Safety Arrangements

The arrangements for Health and Safety have been drawn following assessment of risk in accordance with the Management of Health Safety Regulations 1999.

### General

Smoking is not permitted anywhere on the premises of MFIWM.

### Contractors

When contractors are on site they are expected to follow MFIWM's safety procedure. The Principal will liaise with contractors as appropriate.

### Training & Education

The Management Team agrees to appropriate training for staff in relation to Health and Safety. All new staff and volunteers, as part of their induction programme, will be advised on safety

procedures and associated contingency plans.

### Equipment

All equipment in MFIWM should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly.

The Principal should be informed immediately in order that the arrangements repairs or replacement can be made swiftly.

- › Electric equipment will be tested regularly in accordance with Local Authority policy. Plugs and sockets will be visually checked regularly.
- › Electric sockets should be switched before a plug is removed.
- › Firefighting equipment and alarm systems are maintained via annual contract.
- › Hazardous substances, such as glazes, etc. are kept locked in storage areas.

### Safety

#### Madrassa access

In order to improve safety for everyone in MFIWM, measures will be taken to restrict access into the Madrassa building. All visitors must report to the Madrassa office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the Madrassa building. Any adults on site who do not work in the Madrassa and who are not wearing a visitors badge must be reported to the Madrassa office or Principal.

#### Vehicles

Parents are requested not to bring their cars onto the premises of MFIWM. Possible deliveries of items should be made once the children are safely in the building.

#### Lone working

All staff and volunteers should avoid working alone in the Madrassa building wherever possible by arranging for a colleague to also be on site. When lone working is unavoidable, staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

- › Fire doors must be unlocked when staff and volunteers are working on the premises, e.g. out of Madrassa hours.
- › Any one working alone on a regular basis should have access to a personal mobile phone.  
When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

- › Where possible staff and volunteers should let someone know if they will not be home at their usual time and what time they can be expected.

### Fire safety

MFIWM will provide a safe and healthy working environment with respect to fire and safety. The Madrassa 's Fire Safety Policy will be followed in this regard.

### Evacuation procedures

Evacuation procedures are practiced regularly and reviewed annually or more regularly if appropriate. Evacuation routes and assembly points are detailed on the Madrassa site plan.

### Supervision of Children

Madrassa Hours: From 16:45 pm to 19:30 pm on weekdays

Children should not arrive at Madrassa more than 15 minutes before Madrassa starts.

### Office Hours

The Madrassa office is open during Madrassa hours.

### Duties

- › A member of staff or volunteer needs to be outside the Madrassa to supervise the children arriving.
- › All teachers should be in their classrooms to receive the children as they come in.
- › At the end of Madrassa , the class teachers must supervise the children leaving Madrassa . All teachers are responsible for making sure that the classroom is clear of children.
- › The teachers must accompany the children to the car park in an orderly manner and supervise them until they are collected by their parent/guardian.
- › The teachers under no circumstances can leave the child unattended. If parents are late in collecting the children, appropriate arrangements should be made with the Principal.

### First Aid

#### Health and Accidents Related to Children or Staff.

Madrassa staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that children sustain until the child can, if necessary, receive medical treatment.

The Madrassa has trained first aiders

1. Abdullah Khalid, Teacher
2. Khalid Mahmood, Teacher
3. Ansar Ahmad, Site Care taker
4. Mohammed Nana, Teacher

First aid and medical treatment is available from the Madrassa office or from the Principal. The Madrassa First Aid box must be readily available and always suitably stocked. It should at least consist of the following:

- > Plasters
- > Sterile eye pad
- > Triangular bandages
- > Safety pins
- > Large / medium individually wrapped un-medicated wound dressing
- > Individually wrapped moist wipes
- > Disposable gloves.
- > Disposable gloves should always be used when dealing with blood disposed of safely. A note should be made in the Accident Book, of all incidents and of all actions taken. Any child that goes home should be recorded as having done so and the class teacher informed.
- > Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the Madrassa office.

[The First Aid kit is available in the Main Prayer hall and the Meeting Room.](#)

### [Medication Policy](#)

If a child requires prescribed medicines whilst in Madrassa , the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the Madrassa office. Once completed these forms should be kept in the Madrassa office.

All medicines should be stored safely either in the fridge, in the stationary cupboard or in the medicine box, if any, in the Madrassa office. All medications, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment form, which is kept in the Madrassa office.

### [Allergies](#)

Information about children who suffer from an allergy will be given to the class teacher. All staff

and volunteers will be informed of the children involved. Class teachers are issued with lists informing them of any medical issues concerning children.

#### Contagious diseases

Parents, staff and volunteers will be notified immediately of any outbreaks notifiable diseases.

#### Head lice

Incidents of head lice are reported to parents of children in class where an outbreak has occurred.

#### Staff health and welfare

##### Stress

Any member of staff or volunteer who feels they may be suffering from stress should discuss their concerns with either the Principal or senior staff as soon as possible. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible. A list of emergency contact names and phone numbers for all staff and volunteers is held in Madrassa office.

##### Safety

All staff and volunteers have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. Both staff and children should take care when moving and lifting equipment.

##### Violence

Staff or volunteers should always take steps to minimise the possibility of violence in the Madrassa. Parents who are known to be violent or aggressive should never be seen by staff or volunteers unless the Principal is present.

##### Off Site activities

- › Any visit off site must be approved by the Principal.
- › For any visit to take place off the premises of MFIWM, a letter home requesting permission is required. At the start of the year parents are asked to give emergency contact names and phone numbers to be used in emergency.
- › One copy of the official list of the children and adults in the party, on a Madrassa visit, with the contact numbers must be kept in the Madrassa office. The list(s) should also include the

registration number of any vehicle(s) involved.

- › If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is traveling on which coach.
- › Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.
- › All coaches hired by MFIWM will have seat belts fitted. Adults should ensure that they are used. Any other vehicles should have appropriate car seats or booster seats.

Note: The staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

#### Trustee Acceptance Form

As a Trustee of Madrassa Faizul Islam Witton Masjid, I have read and approve the Health and Safety Policy, Version 1 as published on 10<sup>th</sup> January 2021.

Trustee Name	Signature	Date

#### Document Control

Version	Date	Notes
Version 1.0	10th January 21	
Version 1.1	17 <sup>th</sup> June 21	