



Al-Ashraf Primary School Health and Safety Procedures

Accident prevention, reporting and investigation

- Vigilance by all staff and pupils to identify potential sources of accidents.
- Such sources, when identified, to be written in the Health and Safety maintenance book, dated and signed.
- The Deputy Head will be responsible for remedying the potential hazard and countersign the entry.
- Report accidents to senior management.
- Record accidents in the School Accident Book.
- Prompt investigation of accidents by Deputy Head in order to establish the cause and effect remedial measures and to be recorded in School Accident Book.
- The management/staff will regularly check the premises.
- If appropriate the school Principal will inform the Building Proprietor and Al-Ashraf Trust

General safety measures

- Main Entrance door is kept secured at all times
- On arrival at the school, children are taken in by a member of staff at the classroom door.
- Children are only allowed to be collected by parents or guardians or by someone with written permission from parents or guardians
- Floors are kept clean and checked regularly
- There will be no smoking any time on the premises.
- During a session there will no less than 1 adult to 10 children
- When a child is reported missing a quick search of the school premises will be conducted. If the search proves unsuccessful then the emergency services will be contacted immediately and child parents/carers will be informed as per the school register.

Electrical safety

- Careful siting of all electrical equipment to avoid trailing leads or other hazards.
- Regular discussion of electrical safety with pupils.
- Electrical sockets points are covered with safety covers

Playground safety

- Strict supervision of playground during outdoor play.
- School rules about playground behaviour to maximise safety.

- The outdoor play area is checked every day for any hazards that need to be removed, e.g. broken glass, fouling by cats or dogs or any parked cars which may restrict the playground.
- The main school gates are to be kept shut during out door play.
- Appropriate staff/child ratio is always maintained

First Aid

- All staff are aware of the first aid policy and the advice given in it.
- The school has annual program of training to ensure that staff and regular helpers are trained and conversant with procedures relating to the care of children in the event of an accident or emergency. At least one member of staff on the premises at any one time has received instruction in the following areas:
 - a. First Aid.
 - b. Child Protection Procedure in the event of identified abuse.
 - c. Detection of early developmental problems.
 - d. Organisational skills for working with children.
 - e. Emergency procedures in the event of a serious accident.

Dealing with medical conditions

- The health and safety of the children attending the school is paramount. We undertake to ensure no adult or child who is suffering from serious illness or infection will attend the school.
- If a child becomes ill during school hours he/she will be separated from the other children and cared for by a member of staff until the parent/guardian or a nominated carer has been informed and has collected the child.
- Parents are required to provide a written request for any medicines to be administered by staff during school hours.
- A record will be kept of all medicine administered
- No medication will be administered by staff without prior consent unless in exceptional circumstance, this includes inhalers.
- Medicines to be given to the office and kept locked in a cupboard. Bottles, etc., should be marked clearly with the patient's name and dosage.
- Pupils should keep their inhalers readily available and parents MUST inform the school that the child is responsible for administering their own dosage.
- The school should be notified of any particular medical problems relating to pupils in writing.

Personal Hygiene

- Personal cleanliness is very important in Islam. Both the *Qur'an* and *Sunnah* stress this.
- All food and drink will be prepared, handled and stored in hygienic conditions.
- Disposable gloves will be used whenever members of staff are dealing with body fluids.

Control of Hazardous substances

- All toxic substances and potentially dangerous materials are kept out of reach of children
- All dangerous substances will be kept in a secured cupboard
- Hot drinks will not be left unattended.

Toys and Equipment

- All toys and equipment are regularly checked by the staff to ensure they remain in a safe condition. Paint on furniture are non-toxic
- All toys, equipment and furniture conform to British safety standards.
- Broken equipment is repaired or replaced as necessary.
- Efforts are made to ensure a good variety of play equipment is available to provide a safe, friendly and educational environment, where the children have the opportunity to explore and learn.
- The teaching staff and committee members take decisions regarding the purchase of equipment jointly.

Healthy working conditions

- Adequate heating is maintained at all times.
- Radiators are approved by safety regulations
- Heating appliances are given required inspection
- Adequate ventilation is maintained through windows and fans

Fire Safety and Drill

- Fire extinguishers are kept in classrooms/play area/kitchen and are readily available and regularly serviced
- There is always free access to the fire door
- In order to keep the exits clear parents are kindly requested to leave all pushchairs and prams outside.
- Emergency fire and safety drill instructions are displayed on the walls
- The Fire Drill procedure should be practised, timed and recorded each term.
- The management is responsible for regular fire risk assessments the maintenance of fire alarms and fire fighting equipment.
- The premises conform to the requirement of the Fire Safety Prevention Officer.

May Allah, *subhanahu wa ta'ala*, help us to protect our pupils from all dangers. *Ameen*.

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