



# Health & Safety Policy

## January 2024

## **HEALTH & SAFETY POLICY**

### **Policy Statement**

This policy sets out the approach Abu Bakr Islamic School will undertake in reporting all accidents, hazards, near misses and dangerous occurrences. Abu Bakr Islamic School has the duty to look after the health, safety and welfare of its staff and pupils and this includes a duty of care to reduce accidents, as far as reasonably practicable.

If your child has been ill (diarrhoea, sickness etc) in the last 48 hours please do not send them into the school even if they appear to be well, as this can still spread to other children.

### **Duty of Care**

The duty of care is a general legal duty on all individuals involved with Abu Bakr Islamic School to avoid carelessly causing injury to persons while undertaking general school duties such as:

- Classroom activities
- Fund-raising events

### **Our Commitment**

The aim is to ensure that all accidents, hazards, near misses and dangerous occurrences are fully reported and investigated, so that trends as well as corrective actions can be identified.

**Near Miss:** Where a serious accident or incident could have occurred, but did not occur due to one or more factors, such as a member of staff detecting an unsafe condition and taking appropriate corrective action.

**Dangerous Occurrence:** Where a serious accident has occurred but there was no physical injury.

### **Responsibilities**

#### **Health & Safety Lead: Freya Bhatti**

The management committee, along with the Health and Safety Lead are responsible for:

- Completing accident and hazard investigations
- Corrective actions where appropriate and
- Passing a signed report to the Head Teacher.

Any investigated incident or accident should be signed off by a member of the Management Committee.

The Site Manager of the The Grove Primary School should also be notified where any incident was caused due to a problem with the building's fabric or fittings and if any damage was caused to school property.

## **Investigation**

The aim of an accident investigation is not to assign blame to an individual or group of people involved, but to look for solutions to prevent similar incident occurring again. Accidents arise from a combination of conditions rather than a single-cause; any investigation should focus on why an incident happened, and not just on what happened.

## **First Aid**

The management committee has overall responsibility for ensuring that adequate First Aid Training is undertaken by nominated members of staff. Management and the Lead First Aider will also ensure that the First Aid box is kept fully equipped and accessible to all First Aiders in school.

Should there be any incidents that require First Aid treatment, individual teachers or helpers will always seek a named First Aider to administer this.

There are 15 trained First Aiders in school. These include:

**Lead First Aider: Raziye Bilici**

**Appointed First Aiders are: Amaanah Ayman & Sobia Khan**

Further information can be found in our First Aid Policy.

## **Fire Safety**

**Fire Safety Lead: Shabaz Aslam**

All staff and children are familiar with the fire regulations and evacuation procedures of the hosting school (The Grove).

The Fire Safety Lead and management committee ensure that the Grove School Fire Policy and evacuation procedures are accessible in the school and adhered to.

We aim to have at least 1 fire drill each year.

## **Invacuation**

In case of a threat, the school will follow the invacuation procedures and protocols of the hosting school (The Grove). The management committee and Health and Safety Lead ensure that all staff, children and visitors are kept safe in school, minimising any risks and attention to incidents.

## **Insurance**

**Public Liability**

<b>Limit of Indemnity</b>	<b>£5,000,000</b>
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