



Taleem Health and Safety Policy

Introduction

Taleem Institute endeavours to provide children with a safe, healthy, and positive environment to grow and learn. Our teachers are positive role models that provide direction and guidance to all students.

Risk assessments are extensive for all staff and non-teaching faculty. We operate an anti-extremist platform that promotes diversity and toleration.

This document sets out the health and safety policy that Taleem follows, we are compliant with the Health and Safety at Work Act 1974.

It is the responsibility of the Child welfare and Health & safety officer to oversee the correct implementation of the policy within the school. And all staff will periodically be informed and updated of the policy.

Aims and objectives

1. Provide a safe and healthy environment for pupils, staff, volunteers and all other people who come onto the premises of our school.
2. Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Taleem guiding principles

- All occupied areas will be subjected to a thorough risk assessment
- The premises will always be secure
- Safe access to points of entry and exit
- We ensure that all equipment is safe to use
- Continuous and rigorous safety inspections conducted by independent inspectors
- Sufficient information, instruction, training, and supervision is readily available
- Arrangements exist for the safe use, handling and storage of articles and substances at work
- A healthy working environment is maintained including adequate welfare facilities



The duties of the health and safety Manager

- a) The health and safety manager ensures that all students, staff and Taleem management adhere to all health and safety regulations.
- b) The manager is required to take all necessary and appropriate action to ensure that suitable health and safety standards are always maintained.
- c) Ensure on a day-to-day basis safe working practices and procedures throughout the school so risks are minimized.
- d) Arrange systems of risk assessment on a day-to-day basis to allow the prompt identification of potential hazards.
- e) On a day-to-day basis identify the training needs of staff and pupils and ensure that all members of staff and pupils who have training needs, receive adequate and appropriate training and instruction in health and safety issues.
- f) The centre manager will ensure that all repairs and maintenance are undertaken with urgency and performed in a safe manner.
- g) New staff are given intensive training in safe working practices.
- h) Collate accident and incident information and implement any remedial action to prevent reoccurrence.
- a) Monitor the standards of health and safety throughout the school, including all school-based activities.
- b) Report any health and safety concerns to the Health and Safety Officer

The Duties of the Health & Safety Officer

As part of their duty, the health and safety officer will ensure that:

- a) Ensure that Taleem Institute remains a safe and caring environment for all.
- b) Health and Safety regulations, rules, and codes are being effectively applied.
- c) All members are safe and secure within the Institute.
- d) Risk assessments are conducted within their area of management.
- e) Regular safety inspections are conducted.



Accident prevention and reporting

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 School in-charge, the School In-Charge will respond immediately to investigate and rectify the hazard.
3. All accidents are recorded in the school Accident Book, parents are notified as ASAP in the case of accidents to pupils, for which a contact list is maintained.

First aid Provision

1. A trained first aider is present in the School 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 School 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. Weekly checks and maintenance of fire alarms and fire-fighting equipment are undertaken by the School manager.

Special medical conditions

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.

Playground safety

1. There is conscientious supervision of playgrounds involving at least one 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.