

# Health and Safety Policy



Approved by	Trustees
Last reviewed:	January 2025
Next review:	September 2026

Taleem Mosque is committed to providing a safe, stimulating, consistent, and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone. The writing of a Health and Safety Policy is legislated by the (Health and Safety at Work etc. Act 1974, section 2(3)). It has been legislated to promote safety and wellbeing amongst the workforce and any parties that interact with the organisation.

It is the policy of Taleem for all staff and trustees to conduct themselves in a way that promotes good health, safety and welfare on behalf of its trustees, managers, employees, students, parents and general public.

Taleem recognises that when there is a health and safety concern, this takes precedence over all other activities that the Trust may be currently engaged in.

In order to meet these requirements, Taleem aims to:

- Use risk assessments to promote and maintain a safe environment.
- Design, maintain and review any policies and procedures that impact health and safety.
- Organise inspections and monitor key areas that may require improvement or action. • Maintain an environment of transparency with regards to health and safety concerns.
- Consult with staff with regards to their competency to identify and assess risks and hazards.
- Take all reasonable steps to ensure the health and safety of pupils as well as any parties that come onto the site.

### **Board of Trustees**

The Board of Trustees are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

As such, the Board of Trustees are required to:

- Formally and publicly accept their role in providing an individual and collective approach, as well as leadership with regards to health and safety, which may require training.
- Provide strategic direction with regards to decisions and monitoring of health and safety
- Ensure systems, such as risk assessments are in place for the Trust to monitor and improve health and safety.
- Ensure that there are sufficient resources as well as time dedicated to the promotion and monitoring of health and safety

### **Principal and Managers**

During class time as well as in general, the Principal and managers will be largely responsible for the promotion and monitoring of health and safety. The principal will have overall responsibility to review and implement the Health and Safety Policy in place.

The principal and managers are required to:

- Provide leadership and direction to promote and maintain the health and safety of all employees, students, parents and general public.
- Overseeing the development, implementation and reviewing of the Trust's health and safety procedures and management systems.
- Ensure sufficient resources are allocated to the safety of employees, students and general public.
- Consult with Trustees and employees with regards to health and safety concerns.

### **Health and Safety Coordinator**

The health and safety coordinator shall be the Secretary of the Trust. As the health and safety representative of the trust, the Secretary shall act as a liaison to external parties whereby health and safety concerns or queries are brought into question.

The Health and Safety Coordinator is required to:

- Support in organising adequate training for any parties that require training.
- Ensure that accidents and incidents are reported, evaluated and work towards a solution.
- Coordinate with the principal and managers with regards to any issues or incidents.
- Ensure that there are sufficient procedures that are evaluated to support the Health and Safety systems in place.
- Ensure that the Trust is fulfilling legislative requirements with regards to Health and Safety.

### **Employees**

All employees have a role to play in monitoring and reporting any potential or existing Health and Safety concerns and issues.

All employees should:

- Not intentionally or recklessly misuse anything on site.
- Not use machinery, equipment, or substances that they have not had training on.
- Take reasonable care for the Health and Safety of themselves, students, other employees and any parties that happen to be on site.
- Observe all safety procedures and systems in place.
- Cooperate and coordinate with their managers and the principal to monitor Health and Safety concerns.
- Report and incidents to the managers or principal as quickly as is possible and to support in the required actions were appropriate.

### **External Parties including Contractors**

Any external party of contractor that comes on site should take appropriate action with regards to maintaining a high standard of Health and Safety and should:

- Report to the office as soon as on site, before going to any other area of the site.
- Advise managers or the principal with potential risks, especially where works are taking place.
- Adhere to general good practise of Health and Safety.
- Report any concerns that they may have to managers or the principal.