



TARBIYAH ACADEMY

Health and Safety Policy

Health and Safety Policy

1. Introduction

Tarbiyah Academy is committed to providing a safe and healthy environment for all students, staff, volunteers, and visitors. We recognise that the safety and well-being of our students is paramount, and we will take all reasonable steps to ensure that health and safety procedures are followed consistently.

This policy outlines the health and safety practices and procedures that must be adhered to by everyone in the Academy to ensure a safe and secure environment. It is the responsibility of all staff, students, and parents to promote and uphold these standards.

2. Aims of the Health and Safety Policy

- To ensure a safe and healthy environment for students, staff, and visitors.
- To minimize risks and prevent accidents or incidents within the Academy premises.
- To ensure that staff and students are trained and prepared to respond appropriately to any emergency.
- To comply with all legal obligations regarding health, safety, and welfare.
- To foster a culture of safety awareness and responsibility throughout the Academy.

3. Responsibilities

3.1. Academy Management

The management team, including the Headteacher, Designated Safeguarding Lead (DSL), and other senior staff, is responsible for overseeing the implementation of the Health and Safety Policy. Key duties include:

- Ensuring that the Academy complies with all health and safety legislation and regulations.
- Conducting regular risk assessments of the premises and activities.
- Ensuring that staff are trained in health and safety procedures.
- Reporting and investigating accidents or incidents.
- Regularly reviewing and updating the Health and Safety Policy.

3.2. Staff

All staff, including teachers, teaching assistants, and support staff, are responsible for ensuring the safety and well-being of students during Academy hours and activities. Key duties include:

- Following all health and safety procedures and policies.
- Ensuring that classrooms and learning areas are safe for students.
- Reporting hazards, risks, or unsafe conditions to management immediately.
- Promoting safe and healthy practices to students.
- Completing necessary health and safety training and certifications.

3.3. Students

Students are expected to take responsibility for their own safety and well-being, as well as the safety of others. This includes:

- Following all safety rules and instructions from teachers and staff.
- Reporting hazards or unsafe conditions to staff immediately.
- Using equipment and facilities safely and responsibly.

3.4. Parents/Guardians

Parents and guardians play a key role in ensuring their children are aware of health and safety protocols, and they are responsible for:

- Ensuring their child arrives at the Academy in good health.
- Informing the Academy of any medical conditions, allergies, or special needs that may affect their child's safety.
- Ensuring their child's behaviour is in line with the Academy's safety standards.

4. Health and Safety Procedures

4.1. Risk Assessment

- The Academy will conduct regular risk assessments of all facilities, including classrooms, playgrounds, and other areas used for Academy activities. These assessments will identify any hazards, assess their risks, and outline control measures to eliminate or reduce those risks.
- Risk assessments will be reviewed regularly and updated whenever there are changes in the environment, curriculum, or activities that may pose a new risk.

4.2. Emergency Procedures

In case of an emergency, including fire, evacuation, or medical emergency, the following procedures will be followed:

- **Fire Drills and Evacuation:** Regular fire drills will be conducted to ensure that students and staff are familiar with evacuation procedures. Fire exits and assembly points will be clearly marked, and fire alarms will be tested regularly.
- **Emergency Contact Information:** Parents must provide up-to-date emergency contact information for their child, including any medical conditions or needs.
- **Medical Emergencies:** In case of illness or injury, the Academy will ensure that immediate first aid is provided. A qualified first aider will be available during all Academy sessions. If necessary, students will be transported to the hospital, and parents will be contacted immediately.

4.3. First Aid

- The Academy will have a fully stocked first aid kit available at all times. First aid supplies will be regularly checked and replenished.

- Designated staff members will be trained in first aid, and they will be available during all school hours to aid if needed.
- All accidents or injuries, no matter how minor, will be documented, and parents will be informed when appropriate.

4.4. Infection Control and Hygiene

- The Academy will implement hygiene practices that help prevent the spread of illness and infection, including the following:
 - Ensuring that all students and staff wash their hands regularly, especially before meals and after using the toilet.
 - Ensuring that surfaces, such as desks, chairs, and toilets, are cleaned and disinfected regularly.
 - Encouraging students to cover their mouths when coughing or sneezing and to dispose of tissues properly.
 - Implementing policies for students with contagious illnesses to stay home until they are no longer infectious.
 - Maintaining a clean and hygienic environment, including proper waste disposal.

4.5. Supervision of Students

- Students will always be supervised during breaks and during activities. No student will be left unsupervised in any area of the Academy.
- For activities that involve high levels of risk (e.g., sports or outing and trips), additional staff or volunteers will be assigned to ensure adequate supervision.

4.6. Safe Use of Equipment and Facilities

- The Academy will ensure that all equipment, including toys, tools, and any other learning materials, is in safe working order.
- Students will be trained on the proper use of any equipment or tools that are part of the curriculum.
- Students will not be allowed to use equipment without supervision when necessary (e.g., sharp objects or electrical appliances).
- Any faulty equipment or damaged materials must be reported to staff immediately and removed from use.

5. Managing Health and Medical Needs

5.1. Medical Information

- Parents are required to provide the Academy with up-to-date medical information regarding their child's health, including allergies, asthma, and any other conditions that may affect their participation in school activities.
- The Academy will keep confidential medical records for each student, accessible only to relevant staff.
- A medical action plan will be developed for students with specific medical needs, and staff will be trained in how to implement these plans when necessary.

5.2. Medication

If a child requires medication during Academy sessions, parents must inform the management in advance. Parents will also need to be available to administer the medication directly to the child. However, in the case of essential medication such as an **EpiPen** or **asthma inhaler**, the Academy will ensure that staff are trained to assist if necessary. Tarbiyah Academy staff are not authorised to administer any other medication, except in extreme cases where it is deemed essential for the child's health and well-being.

5.3. Illness and Exclusion

- If a student is unwell and unable to attend, parents must notify the Academy promptly.
- Students should remain at home if they are showing signs of contagious illness (e.g., flu, vomiting, diarrhoea) until they are no longer contagious and have been cleared by a medical professional if necessary.
- Any student who appears unwell during the session will be monitored by a first aider, and parents will be contacted if necessary.

6. Monitoring and Review

The Health and Safety policy will be reviewed regularly to ensure it remains effective and in line with current regulations. Any changes in legislation, best practice, or Academy operations will be incorporated into the policy as necessary. Feedback from staff, parents, and students will be considered in the review process.

7. Conclusion

At Tarbiyah Academy, we are committed to creating a safe and healthy environment that enables all students to thrive. We expect all members of the Academy community—staff, students, and parents—to work together to uphold health and safety standards. By fostering a culture of safety and responsibility, we aim to provide a secure setting in which students can engage in their learning and development with confidence.