



Darul Madinah will nurture our learners into model citizens that exemplify the Inherent values of Islam make a positive contribution to the community and are champions of their faith.

Health and Safety Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Darul Madinah Primary School

Date of last review: August 2025

Date of next review: August 2026

Review period: Annually

Policy Status: Statutory

Owner: Directors

Health and Safety Policy

Darul Madinah Nursery and Primary School

1. Introduction

Darul Madinah Nursery and Primary School is committed to providing a safe, healthy and secure environment for all children, staff, visitors and contractors. We recognise our legal duties under the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, **COSHH**, **PUWER**, **Fire Safety Order 2005**, and all associated HSE guidance.

As a combined early years and school setting, we also comply fully with the **Early Years Foundation Stage (EYFS) Statutory Framework 2025** and the **Independent School Standards (ISS) 2024**, specifically Part 3 (Welfare, Health and Safety of Pupils) and Part 8 (Quality and Effectiveness of Leadership and Management).

We understand that health and safety is fundamental to safeguarding, and our arrangements are designed so that all children receive high-quality care and education within a well-maintained and risk-assessed environment.

2. Management Responsibilities

The Director and Headteacher hold overall responsibility for health and safety across both the nursery and the school. The Director oversees premises, maintenance, building safety, contractors, equipment safety and insurance. The Headteacher is responsible for day-to-day operational health and safety, ensuring staff follow all procedures, risk assessments and legal duties.

Leaders ensure:

- The premises remain safe, secure and suitable for children aged 2–11.
- All activities, resources, and equipment are risk assessed and used safely.
- Staff receive regular training, instruction, induction and supervision.
- Health and safety procedures are reviewed annually and updated in line with new legislation.
- The culture of the school promotes vigilance, accountability, and proactive risk management.

Leadership ensures that compliance with health and safety is visible throughout the organisation, including classrooms, outdoor areas, toilets, kitchens, corridors, halls, playgrounds and the nursery rooms.

3. Staff Responsibilities

All staff, including teachers, nursery practitioners, teaching assistants, midday supervisors, cleaners, and office staff, hold a duty of care under health and safety law. Every member of staff must take reasonable steps to protect their own safety and the safety of others, follow all risk assessments, complete training, report hazards immediately, and model safe practice.

Staff must never ignore hazards or unsafe behaviour. Full cooperation with inspections, drills, checks, reporting systems and compliance expectations is required. Safe practice is expected at all times, and supervision ratios must be strictly maintained. Staff must also ensure that classrooms remain tidy, corridors remain clear, exits are accessible, and children are monitored continuously.

4. Induction, Training and Supervision

All new staff undergo a comprehensive induction that includes:

- Safe use of equipment and resources
- Fire safety and evacuation training
- Manual handling
- Infection control
- Food hygiene (where relevant)
- First aid procedures
- Lone-working rules
- COSHH and chemical safety
- Security and access procedures
- Use of outdoor equipment and fixed play structures
- Reporting hazards and near misses
- RIDDOR expectations

Staff working in the nursery receive EYFS-specific training on supervising young children, toileting safety, nappy-changing hygiene, safe sleep, managing choking risks, and safe bottle preparation.

Supervision is ongoing. Managers regularly observe practice, review safety procedures, and ensure staff understand how to respond to emergencies. This meets EYFS 2025 and ISS requirements for safe staffing and robust monitoring.

5. Insurance

Darul Madinah Nursery and Primary School holds full and appropriate insurance, including:

- **Employers' Liability Insurance**
- **Public Liability Insurance**
- **Building and Premises Insurance**
- **Contents and Equipment Insurance**
- **Business Interruption Insurance** (where applicable)

Copies of certificates are displayed as legally required. Insurance policies cover the nursery and the school and meet ISS and EYFS standards.

6. Risk Assessment

Risk assessments are completed for all areas of the environment, including classrooms, toilets, corridors, outdoor areas, kitchens, playgrounds, car parks and entrances. They are reviewed termly and immediately updated when risks change.

Specific risk assessments include:

- Premises checks
- Fire safety and evacuation
- Outings and educational visits
- Use of outdoor play equipment
- outdoor learning
- First aid and medical needs
- Allergies and anaphylaxis
- Manual handling
- Slips, trips and falls
- Hot drinks and hot surfaces
- Food safety
- Cleaning and COSHH
- Severe weather

The nursery completes daily checklists in line with EYFS 2025, and school staff complete weekly and monthly safety checks. Issues are logged, escalated and resolved promptly.

7. Premises Safety

The building is maintained to a high standard. All rooms are ventilated and kept at a safe temperature. Electrical items are PAT-tested annually. Fixed wiring tests occur every five years. Water systems are monitored to prevent Legionella. Gates and entrances remain locked, with controlled access at all times.

Outdoor areas are checked daily before use. Surfaces, fencing, gates, play equipment and sheds must be safe and secure. Children must never access areas undergoing maintenance or cleaning.

8. Equipment and Resource Safety

All equipment used by children is age-appropriate, well-maintained and safe. Staff inspect items regularly and remove broken or hazardous resources immediately. For equipment requiring specialised handling (e.g. PE apparatus, climbing structures, nursery furniture), staff receive training in safe operation under PUWER regulations.

Kitchen equipment is used by trained staff only. Children are never permitted near hot surfaces or hazardous materials.

9. Fire Safety and Evacuation

The school complies with the **Regulatory Reform (Fire Safety) Order 2005**. Fire alarms, extinguishers, detectors and emergency lighting are tested regularly. Evacuation drills take place every half term, including unplanned drills. Fire exits remain unobstructed at all times.

A Fire Risk Assessment is conducted annually by a qualified assessor. Staff are trained in fire evacuation and safe assembly procedures.

10. First Aid and Accidents

We maintain adequate numbers of paediatric and school first aiders in line with EYFS 2025 and HSE requirements. First aid kits are checked weekly.

All accidents are recorded and monitored for patterns. Serious accidents are reported to parents on the same day, and RIDDOR is completed where legally required.

11. Medicines and Medical Conditions

Medicines are only administered by trained staff and only with written parental consent. Individual Healthcare Plans are in place for pupils with medical needs (e.g. asthma, allergies, epilepsy). Emergency medication such as inhalers and EpiPens is stored safely but accessible.

12. Infection Control and Cleaning

We follow Public Health England guidance and maintain strict hygiene routines, including:

- Regular handwashing
- Daily cleaning schedules
- Sanitisation of high-touch areas
- Safe nappy changing
- Disposal of bodily fluids
- Exclusion periods for infectious illness

13. Security and Access Control

The school and nursery operate a secure entry system. Visitors sign in and wear identification lanyards. Staff challenge any unbadged person immediately. The outdoor gate remains locked, and children are released only to authorised adults.

14. Supervision of Pupils

Supervision is continuous and appropriate to the age of the children. EYFS children are supervised at all times, including toilet visits, outdoor play and meal times. In the school, staff move around playground zones to provide full coverage. Ratios are strictly followed.

15. Mobile Phones, Cameras and Wearable Technology

In line with EYFS 2025 and ISS expectations, staff mobile phones are stored in lockers and must never be used in rooms where children are present. Photographs are taken using school devices only. Parents and visitors must not use personal devices inside the building unless authorised for safeguarding reasons.

16. Contractors and Visitors

Contractors are only permitted on site with prior approval and must be supervised when children are present. Risk assessments are completed before any work begins. Tools, chemicals and equipment must be stored securely.

17. Educational Visits

All trips follow a full risk assessment process. Ratios, first aid, transport safety, medical needs and emergency procedures are planned in advance. Parental consent is required.

18. Animals on Site

Darul Madinah recognises that contact with animals can support children's learning, wellbeing and curiosity. However, this must be managed safely. Any animal brought onto the premises must be approved in advance by the Headteacher and Director. A full risk assessment must be completed, considering allergies, hygiene risks, behaviour of the animal and supervision expectations.

Children must wash their hands after touching animals, bedding or equipment. Staff must ensure animals are kept away from food preparation areas and that waste is cleaned safely. No animal may be kept on the premises permanently unless proper welfare, hygiene, insurance and risk controls are in place. Dangerous or prohibited animals are strictly not allowed.

19. Allergies and Food Safety

We understand that allergies can be life-threatening, and the school operates strict procedures to reduce risk. All allergies are recorded on admission forms and documented in Individual Healthcare Plans. Staff receive training in allergy management and the safe use of EpiPens.

Food is only provided by trained staff following appropriate hygiene procedures. All food labels are checked for allergens, and cross-contamination is prevented through separate preparation areas and equipment. Children must not share food. Parents are reminded not to

bring nuts, sesame or high-risk foods into the building. Staff monitor mealtimes closely to ensure safe eating practices.

20. Missing Child Procedure

The safety of children is our highest priority. Missing children incidents are extremely rare, but the school has a robust procedure in place.

If a child is discovered missing:

1. The staff member alerts the Headteacher or senior leader immediately.
2. The building and grounds are searched systematically.
3. The registers, signing-in sheets and CCTV (if applicable) are checked.
4. If the child is not found within 5 minutes, the police are called.
5. Parents are contacted as soon as emergency services are informed.

During this process, the remaining children are safely supervised and reassured. A detailed report is completed, and a full investigation follows. Preventative measures include secure entrances, controlled collection procedures and vigilant supervision.

21. Kitchen Safety and Food Preparation

Kitchen areas are restricted to authorised staff. All kitchen staff follow the **Food Safety Act 1990**, Food Hygiene Regulations and local Environmental Health guidance. Cleanliness, temperature control, food storage and equipment safety are monitored daily.

Children do not enter the kitchen area. Hot surfaces, knives, cleaning chemicals and electrical appliances are kept out of reach. Staff receive food hygiene and allergen training. Weekly deep-cleaning and annual Environmental Health checks support high standards of hygiene.

22. Gas, Electrical Safety and Water Safety

Darul Madinah complies with all statutory maintenance and testing requirements:

- **Gas Safety Checks:** completed annually by a Gas Safe registered engineer.
- **Electrical Testing (PAT):** portable appliances tested annually.
- **Fixed Wiring Testing (EICR):** every five years.
- **Emergency Lighting:** tested monthly and serviced annually.
- **Fire Alarm Panel:** tested weekly; full service every six months.
- **Water Hygiene / Legionella:** temperature checks and monitoring carried out in line with L8 guidance.

Any defects are reported immediately, and equipment is taken out of use until repaired. Children must never access boiler rooms, electrical cupboards or maintenance areas.

23. Fire Drills and Emergency Evacuation

Fire safety is a legal requirement under the **Regulatory Reform (Fire Safety) Order 2005**. We carry out:

- Fire drills **once term** for both nursery and school
- Weekly alarm tests
- Annual fire risk assessments
- Annual servicing of extinguishers, alarms and emergency lighting

During a fire drill, staff must escort children calmly to the assembly point, complete roll-call and report missing persons immediately. Children are taught fire safety routines so they understand how to respond safely.

24. Infection Prevention and Control

We follow Public Health England's guidance for early years and schools. Our procedures include:

- Immediate isolation of children who become unwell
- Enhanced cleaning of high-touch surfaces
- Clear exclusion periods for common illnesses
- Safe disposal of bodily fluids
- Sanitising toys, equipment, soft furnishings and learning materials

Nursery rooms follow EYFS hygiene rules strictly, especially during nappy changing, toileting and food routines.

25. Transportation, Vehicles and Car Park Safety

Children are only transported by school-approved drivers, and vehicles must have appropriate insurance, seatbelts and car seats where required. The car park is supervised during drop-off and pick-up. Parents are reminded to drive slowly, use marked bays and never leave engines running near children.

26. Lone Working

Lone working is minimised, but when necessary, staff must:

- Keep mobile phones accessible for emergencies
- Inform a senior leader when entering isolated areas
- Avoid manual handling tasks when alone

The Director ensures the site remains fully secure during lone working periods.

27. Slips, Trips and Falls

Floors must remain clutter-free and dry. Spills are cleaned immediately. Staff inspect walkways regularly and remove any hazards. Children are taught how to walk safely indoors.

28. Cleaning, Waste and COSHH

All cleaning materials are locked away. COSHH assessments are completed for each chemical. Waste is removed daily, and clinical waste is disposed of in sealed containers. Staff receive training in safe handling.

29. Behaviour, Physical Intervention and Safety

Staff use positive behaviour strategies. Physical intervention is only used when a child is at immediate risk of harm. Any incident is recorded and shared with parents.

30. Visitors and Contractors

All visitors sign in and wear ID badges. Contractors are supervised when children are present. Risk assessments are completed before work begins. Tools and materials must be kept inaccessible to children.

31. Monitoring, Review and Compliance

This policy is reviewed annually or sooner if legislation changes. The Director and Headteacher monitor compliance through:

- Safety walks
- Maintenance logs
- Accident audits
- Training records
- Risk assessment updates

These processes ensure Darul Madinah remains consistently compliant with EYFS, ISS, Ofsted and health and safety law.