



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.

Risk Assessment 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

Risk Assessment policy

Statement of intent

At Darul Madinah the health and safety of adults and children is the most important aspect for us. Although it's not possible to have a complete risk free environment but however we can have measure in place to identify the major risks, minimise these risks with planned actions, encourage self-responsibility, and plan for effective response to potential risks and emergencies.

Aim

Our aim to increase awareness between children, parents and staff about health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Responsibility

The overall accountability of Health and safety lies with the senior management team. Darul Madinah manager is responsible for the application of policy, procedures, standards and guidelines within Darul Madinah and for ensuring staff are aware of these and their associated responsibilities. Darul Madinah Manager has undertaken health and safety training and regularly updates her knowledge and understanding. The latest health and safety poster is displayed in Darul Madinah Entrance.

Risk assessment - The Risk Assessment process covers adults, children and the environment, both inside and out. It includes the following:

- Checking for hazards and risks indoors and outside
- Daily procedures
- Activities
- Classroom areas
- Darul Madinah equipment
- Snack and lunchtime procedures
- Food and drink
- Children's allergies and medical needs
- Outings
- Storage of resources and equipment
- Storage and use of chemicals (COSHH)
- Kitchen
- Building security
- Staff vetting procedures and suitable people
- Staff:Child ratios
- Fire safety

Method

We keep risk assessment forms, which are checked regularly: A daily checklist before the session begins is completed by a member of staff; any actions required are highlighted and actioned as necessary by Darul Madinah Manager. A Risk Assessment is completed for any child with medical, allergy needs and SEN prior to commencing with Darul Madinah. When risks have been identified and recorded, the necessary action is taken by Darul Madinah Manager. Accident/Incident/head injuries/existing injuries records are reviewed termly by Darul Madinah Manager and appropriate action taken and recorded. Any reoccurring themes are actioned, and a risk assessment is carried

out as necessary. Termly overview assessment of each area and the Accident & Incident Folder is undertaken by Darul Madinah Manager. Any potential hazards are communicated to the Director.

Risk Awareness & Safety

In our induction training clear explanations of health and safety issues are given to staff and visitors so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling the storage of potentially dangerous substances, risk assessments, health & safety and safeguarding children.

We keep records of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part. As necessary, health and safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings. Risk and Health & Safety awareness is promoted to parents and children via newsletters, emails, circle time and Classroom time so that they understand the part played by Health & Safety in the daily life of the setting. Children are made aware of Health and Safety issues and being Risk Aware through discussions, planned activities and routines. All warning signs are clear and in appropriate languages.

Activities & Equipment

Any resources, equipment or furniture bought for Darul Madinah is checked whether its age appropriate and safe for the children and that it meets British regulations. Then the item is included into the resource audit and risk assessment file. The layout of the setting and play equipment allows adults and children to move safely and freely between activities. All equipment is regularly checked for cleanliness and safety and any dangerous or broken items are discarded.

- All materials - including paint and glue - are non-toxic.
- Physical play is constantly supervised by adults.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly and an adult is always present in the room.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Electrical equipment
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Classroom & Outdoor Areas

A risk assessment form is completed for each area of the classroom and garden daily. Any hazards identified are minimised and systems put in place by Headteacher. Our outdoor area is checked for safety and cleared of rubbish before it is used. Where water can form a pool on equipment, it is emptied before children start playing outside. Our outdoor sand pit is covered when not in use and is cleaned regularly. It is suitable for children's play. All outdoor activities are supervised at all times.

Food & Drink

All staff are food and safety trained. Anyone that is not trained will not prepare or serve food. All food and drink are stored appropriately. Hot drinks are not brought into the classroom. Staff have their hot drink only in staffroom. Snack and lunch times are appropriately supervised, and children

do not walk about with food and drinks. We ensure all staff are aware of all children's allergies and that children do not have access to food/drinks to which they are allergic.

Children's Allergies and Medical needs

A Risk assessment/Allergy plan/ Health plan is completed for any child with medical, allergy needs and SEN prior to commencing with the preschool. Any actions required are implemented by Darul Madinah Manager. Each child has there individual placemat which they use when they are eating there food.

Red: Allergies (staff member will sit with the children)

Yellow: Parent preference

Green: they can have all foods

Outings and visits

Policies and procedures are in place for the safe conduct of outings. A risk assessment is carried out by Darul Madinah Manager before an outing takes place.

Storage

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so and use that equipment.

COSHH

The Health & Safety Officer is responsible for identifying which cleaning substances need COSHH assessment and for collating the product information sheet. Spot checks will be made to ensure staffs are using cleaning materials correctly. The uses of gloves are required at all times when cleaning the loos and kitchens with cleaning products. Cleaning products at all times are to be kept out of reach of children. All staff are asked to read and make themselves aware of manufacturer's instructions of the back of cleaning products. All products used in Darul Madinah have the product description in the COSHH file.

Kitchen

Children do not have unsupervised access to the kitchen. Staff need to make sure the door in the room that leads to the kitchen is closed at all times.

Hygiene

We implement good hygiene practices to minimise contamination risks by: (extra measures are in place due to covid 19)

- Using hand sanitisers/washing hands regularly
- Using anti-bacterial spray on frequently touched surfaces
- cleaning tables between activities.
- checking toilets regularly.
- wearing protective clothing - aprons and disposable gloves
- providing sets of clean clothes.
- providing tissues and wipes
- providing paper towels

Fire safety

Fire doors are clearly marked, never obstructed, and easily opened from inside. Our emergency evacuation procedures are approved by the Fire Safety Officer and a risk assessment of the premises is carried out yearly by Safe I.S. we ensure that fire evacuation procedures are:

- clearly displayed in the premises.
- explained to new members of staff, volunteers and parents
- practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment and procedures are reviewed after each fire drill.
- Fire Equipment is serviced yearly.

Accident & Incident forms

Is reviewed termly by Darul Madinah Manager to identify any potential or actual hazards and relevant actions taken. After reviewing the accident and incidence a risk assessment is completed/reviewed where necessary Any findings are reported to the Director depending on the nature of the incidents/accidents.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). In addition, the following procedures and documentation in relation to health and safety are in place:

- Our Health & Safety Policy
- The Statutory Framework for the Early Years Foundation Stage
- Section 3 – The Safeguarding and Welfare Requirements

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the front entrance.