Al-Furqaan Prep School

Health & Safety Policy

Approved By:	Governors
Reviewed By:	SLT
Last Reviewed:	September 2025
Next Annual Review:	September 2026

Health, Safety & Policy and Arrangements

Purpose:
To ensure the safety and well-being of all children, staff, visitors, and the wider community by establishing clear procedures for health, safety, and hygiene, including the handling and disposal of clinical waste.

Responsibilities:

1. Governing Body - To ensure adequate resources are provided for the implementation of this policy, including training and equipment; to communicate the policy effectively o all staff; to liaise with safety advisors and external agencies; and to involve all staff in health and safety consultation.
2. Head Teacher / School Leadership - To oversee the day-to-day implementation of this policy, ensure staff training, and monitor compliance.
3. Staff - To follow the procedures outlined in this policy, report hazards, and participate in training and safety checks.

Procedure with Children

- Children must be supervised at all times and within sight of staff.
- Access to kitchens, storage rooms, and cupboards must be restricted.
- Maintain appropriate staffing ratios; ensure at least two adults are present.
- Activities such as cooking, woodworking, and energetic play should be closely supervised.
- Children who are sleeping must be checked regularly.
- Provide age-appropriate toys and learning resources.

Accident and Incident Management
Minor Injuries (Not requiring hospital treatment)

- Administer first aid.
- Allow the child to remain under observation.
- Record the incident accurately in the accident book.
- Notify parents/guardians via a note in the child's school planner; for head injuries, contact parents/guardians immediately via telephone call by SLT.

Major Injuries (Requiring hospital treatment)

- Administer first aid to stabilise.
- Arrange safe transportation to hospital with another staff member.
- Call an ambulance if necessary; staff should accompany the child.
- Inform parents/guardians and arrange for them to meet the child at the hospital.
- Notify the following persons:
    1. Member of the governing body
    2. Senior Leadership team
    3. Safety advisor
    4. Insurance company
- Record the incident in the accident book.

Arrival and Departure Procedures

- Staff should be present in the reception area during arrival and departure times.
- Only parents or guardians are permitted to collect children.
- Children must not leave unaccompanied.
- Parents must inform the school if someone else is authorized to collect their child.
- Staff should be aware of authorized persons for each child.

Safety Checks

- Conduct safety inspections indoors and outdoors at the start of each session.
- Ensure all glass at low levels is safety-rated.
- The outdoor play area must be securely fenced.
- Regularly inspect toys and equipment; carry out repairs or dispose of unsafe items.
- Large equipment must be erected correctly and checked regularly.
- Conduct premises safety checks prior to locking up.

Fire Safety

- Keep fire doors closed and unobstructed.
- Guard heaters and other heat sources appropriately.
- Prohibit walking with hot drinks.
- Conduct fire drills at least once every half term.
- Maintain an up-to-date register of all children, staff, and visitors for emergency purposes.
- Enforce a no-smoking policy.
- Ensure fire extinguishers are serviced annually.

First Aid

- Ensure qualified first aiders are always available.
- Regularly check the contents of the first aid box.
- Keep first aid equipment clearly identifiable and accessible.

Substances and Storage

Store all hazardous substances, medicines, and cleaning materials out of children's reach.

Electrical Safety

- Only qualified personnel shall carry out electrical work.
- All electrical appliances must undergo Portable Appliance Testing (PAT) regularly.

Risk Assessments

Conduct and document risk assessments for:

1. Fire
2. Electricity
3. Outdoor play areas
4. Hot water and surfaces
5. Manual handling

Review assessments annually and communicate findings to all staff.

Staff Training

- Ensure all staff are familiar with this policy.
- Provide induction training (HSF116) and ongoing updates.
- Train staff in the correct use of fire extinguishers.

Documentation

Maintain records of:

1. Accident reports
2. Induction training
3. Risk assessments

Clinical Waste Management

Al-Furqaan Prep School is committed to ensuring the safe handling and disposal of clinical waste in accordance with legal requirements and best practice standards.

Definition of Clinical Waste Includes:

- Waste containing human or animal tissues, blood, bodily fluids, or excretions.
- Pharmaceutical products and drugs.
- Swabs, dressings, and contaminated materials.
- Needles, syringes, and sharps.

Procedures for Handling and Disposal

- Always wear disposable gloves when managing spillages or handling waste.
- Use powdered bleach or freshly diluted household bleach (1:10 ratio) to treat spillages.
- Wipe spillages with disposable towels and dispose of them in designated clinical waste bins.
- Clean equipment thoroughly with bleach, detergent, and rinse before reuse.
- Discard gloves and contaminated waste in approved sanitary or clinical waste bins.
- Wash hands thoroughly after handling waste.
- Do not use mops for blood or body fluid spillages.
- Ensure sanitary towels are disposed of in designated bins.

Responsibilities

The Senior Leadership Team and Head Teacher will oversee the provision of suitable facilities, training, and procedures for the safe management of clinical waste.

No Smoking and Vaping Policy

All premises operate a strict no smoking and no vaping policy. Staff are prohibited from smoking or vaping on duty and in school grounds. Signage will be displayed, and adherence is expected from all visitors.