

Northstowe Muslims Islamic Classes Health and Safety Policy

1. Introduction

Northstowe Muslims Islamic Classes is committed to providing a safe and healthy environment for all students, staff, volunteers, and visitors. This policy outlines our approach to ensuring safety and minimizing risks in our learning environment.

2. Aims

- To ensure a safe and secure environment for all individuals on the premises.
- To identify and reduce risks associated with activities and facilities.
- To comply with all relevant health and safety regulations.
- To educate staff and students on safe practices and emergency procedures.

3. Responsibilities

a. Management Team

- Ensure health and safety policies are implemented and reviewed regularly.
- Provide necessary training and resources for staff.
- Conduct regular risk assessments and address hazards.

b. Staff and Volunteers

- Follow health and safety procedures at all times.
- Report hazards, accidents, or unsafe conditions to management.
- Supervise students to ensure their safety during classes and activities.

c. Students

- Follow rules and instructions provided by staff.
- Behave in a manner that does not put themselves or others at risk.
- Report any safety concerns to a teacher or staff member.

4. Risk Assessment

- Regular assessments will be conducted to identify potential hazards.
- Findings will be recorded, and necessary actions will be taken to mitigate risks.
- Specific risk assessments will be conducted for trips, events, and special activities.

5. Fire Safety

- Fire exits must remain clear at all times.
- Regular fire drills will be conducted to familiarize students and staff with evacuation procedures.
- Fire extinguishers and alarms will be checked and maintained regularly.

6. First Aid

- A fully stocked first aid kit will always be available on-site.
- Trained first aiders will be present during class sessions.
- All accidents and incidents must be recorded in the Accident Log.
- Appointed First Aider:
- Further information can be found in our First Aid Policy.

7. Hygiene and Cleanliness

- The premises will be cleaned regularly to maintain hygiene standards.
- Handwashing facilities will be provided and encouraged.
- Food safety guidelines must be followed when serving snacks or meals.

8. Emergency Procedures

- Staff and students will be trained on emergency evacuation procedures.
- Emergency contact details of all students must be kept up to date.
- In case of a serious incident, emergency services will be contacted immediately.

9. Security

- Visitors must sign in and out when entering and leaving the premises.
- Staff should monitor access points to ensure student safety.
- Any suspicious activity should be reported to management immediately.

10. Insurance

Policyholder: Northstowe Muslims

Policy Number: CD77251

Policy Form: Insurance policy for Charities and Community Groups

Period of Insurance: 25-Jun-2024 to 24-Jun-2025

12. Policy Review

This policy will be reviewed annually to ensure it remains effective and relevant.