Health & Safety Policy

MADANI MADRASAH · 2026–27

Including first aid, fire safety and emergencies.

Organisation	Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396
Applies to	All pupils, staff, volunteers, parents, visitors and contractors
Policy date	November 2026
Next review	August 2027
Policy lead	Shaykh Mohammed Ahmed, Headteacher

1. Statement of intent

Muslim Community College (Intl) will, so far as is reasonably practicable, provide a safe and healthy environment for every pupil, member of staff and visitor at Madani Madrasah. Looking after those in our care is an amānah (trust), and safety comes before every other consideration in how we run our sessions.

This policy is written with regard to the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First Aid) Regulations 1981, the Regulatory Reform (Fire Safety) Order 2005 and RIDDOR 2013.

2. Who is responsible

Who	Responsibility
Muslim Community College (Intl)	As the employer and provider, holds overall responsibility for health and safety during Madrasah sessions and activities.
Headteacher	Day-to-day management of this policy: risk assessments, staff induction, first aid cover, emergency drills, accident records and liaison with the site owner.
All staff and volunteers	Take reasonable care of themselves and the children, follow procedures, supervise actively and report any hazard, accident or near miss the same day.
Pupils	Follow instructions, move calmly around the site and tell an adult if something is unsafe.
Parents and visitors	Follow site rules, sign in where asked, and drive and park with care.

Shared site. The Madrasah operates on the premises of Madani Schools Federation (MSF). MSF, as the site owner, maintains the buildings, the fire alarm and firefighting equipment, emergency lighting, utilities and statutory premises checks. The Madrasah follows MSF's site rules and emergency arrangements, and reports any defect or hazard to MSF's facilities team without delay.

3. Risk assessment

- The Headteacher keeps written risk assessments for Madrasah sessions, arrival and dismissal, events such as jalsahs and activity days, and any off-site activity.
- Risk assessments are reviewed each year, and after any incident or significant change.
- Off-site trips and tournaments have their own risk assessment, a first aider, a first aid kit, pupils' medical information and parents' contact numbers.

4. Supervision and site security

- Pupils arrive through Gate 1 and are supervised from arrival until they are collected or dismissed.
- Staff are with their classes five minutes before the session starts and remain until five minutes after dismissal.
- Pupils may not leave the site or the supervised area during a session without the Headteacher's permission.
- All Madrasah staff wear ID lanyards. Visitors report to a member of staff and are accompanied. Anyone unknown on site is politely challenged.
- Girls in Community Sessions wear a white burqa so that they can be seen clearly during dark hours.
- Parents are asked to drive slowly, park considerately in Car Park 1 and never leave engines running near children.

5. First aid

First aiders 2026–27: Shaykh Mohammed Ahmed, Hafiz Luqmaan Makda, Muʿallim Usman Rafiq, Muʿallim Nazir Ali Osman, Muʿallim Huzayfa Chasawala and Muʿallimah Fazila Dawson. A trained first aider is on site for every session.

- **Minor injury:** the nearest member of staff helps the child and refers to a first aider where needed.
- **Serious injury or illness:** a first aider assesses the child. This includes head injuries, suspected fractures, burns, allergic reactions and breathing difficulties. **999 is called without delay where needed,** and parents are informed immediately.
- **Head injuries** are always treated with caution. Parents are told the same day, even where symptoms seem minor, with advice on what to watch for.
- **Hospital:** in an emergency an ambulance is called and a member of staff stays with the child until a parent arrives. For non-emergency treatment, parents are asked to take their child.
- **First aid kits** are available to Madrasah staff during every session and are checked and restocked regularly.
- **Defibrillators (AEDs)** are located on site. 999 must be called before one is used. No training is needed to use an AED.

6. Medical conditions and medication

- Parents must tell us in writing, on admission and whenever it changes, about any medical condition, allergy or medication.
- Pupils who need an asthma inhaler or adrenaline auto-injector should have it with them at every session, clearly named.
- Staff do not give any other medicine unless the Headteacher has agreed it in advance with the parent in writing.
- A child who is unwell should be kept at home. If a child becomes unwell during a session, parents are contacted to collect them.

7. Accidents, incidents and near misses

- Every accident is recorded on an accident form the same day and parents are informed.
- The Headteacher reviews each record and investigates serious incidents.
- Injuries and dangerous occurrences that are reportable under RIDDOR 2013 are reported to the Health and Safety Executive.
- Any incident involving the premises is also reported to MSF.
- Accident records are kept in line with our Privacy & Data Protection Policy.

8. Fire safety

If you discover a fire: raise the alarm at the nearest call point, get everyone out, and call 999. Do not try to fight a fire unless it is safe and you are trained to do so.

When the alarm sounds:

1. Stop at once. Leave everything behind.
2. Classes leave by the nearest safe exit in single file, led by their teacher, walking in silence.
3. **Boys assemble in Car Park 1 (blue area). Girls assemble in the red area by the pitch, facing the Sports Hall.**
4. Pupils line up by class. Teachers take a paper register and report anyone missing to the Headteacher or senior member of staff present.
5. Visitors and any MSF staff on site form a separate row.
6. No one re-enters the building until the fire service or the person in charge gives the all-clear.

- Staff wear ID lanyards and hi-vis so that they are easy to identify.
- Staff keep corridors, stairs and fire exits clear at all times.
- New staff are shown the exits, call points and assembly areas at induction.
- Evacuation drills are practised and recorded, and any issue found is put right.

9. Lockdown and other emergencies

Where there is a threat outside or inside the site, staff bring pupils indoors, close doors and windows, keep children calm and out of sight, and wait for instructions. 999 is called. Parents are asked not to come to the site until told it is safe, and are updated through ClassDojo.

In severe weather, a loss of heating, lighting or water, or any event that makes the site unsafe, the Headteacher may close the Madrasah. Parents are told through ClassDojo.

10. Premises, equipment and hygiene

- Staff check their room at the start of each session and report damage, spills, trip hazards or faulty equipment straight away.
- Classrooms are left tidy and as they were found. Pupils do not touch school equipment or displays.
- Electrical items brought on site by the Madrasah are visually checked before use. Faulty items are taken out of use.
- Pupils wash their hands before eating and use the wuḍū and toilet areas sensibly. Wet floors are reported so that slips are prevented.

- When food is shared, for example on Food Sharing Day, parents are asked to label allergens and avoid nuts.
- Smoking and vaping are not allowed anywhere on site.

11. Staff training and wellbeing

- All staff receive a health and safety induction covering this policy, fire procedures, first aid arrangements and accident reporting.
- First aid certificates are renewed before they expire.
- Staff do not work alone with the site unsecured, and tell the Headteacher about any health matter that affects their work.
- Staff are encouraged to raise any safety concern. No one will be treated unfavourably for doing so.

12. Monitoring and review

The Headteacher reviews accident records, drill records and risk assessments each term and reports significant matters to MCC (Intl). This policy is reviewed every year, and sooner after a serious incident or a change in the law or the site.

13. Related policies

Safeguarding & Child Protection · Behaviour & Adab · Attendance & Punctuality · Privacy & Data Protection