



Jamiah Farooqiah Bradford

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Risk Assessment Statement

Jamiah Farooqiah Bradford are committed to uphold its “duty of care” as it relates to the workplace, staff, volunteers, children, young people and, anybody who is connected to the activities that Madrassah Jamiah Farooqiah carries out.

Madrassah Jamiah Farooqiah will address health and safety issues as a process of continual development and management to ensure that safe and healthy working practices are embedded into the everyday work that we do.

The Management of Health and Safety at Work Regulations 1999, state that all places of work carry out Risk Assessments to measure the risks to all employees and those connected with the work of the organisation. All staff and volunteers will work together to carry out risk assessments and implement the appropriate control measures to minimise risks at all times.

Risk Assessments must cover the following areas:

- Building
- Working Environment
- Equipment
- Individual Tasks
- Lone Working
- Fire Safety Practices
- On Site/Off Site Activities

Risk Assessment/Management underpins all the work/activities that take place within Name of Madrassah and can be referred to under the relevant Health and Safety Sections of our Policies and Procedures. All staff/volunteers will follow the Five Step Model for undertaking Risk Assessments as outlined in the Health & Safety Executive booklet 2006. This booklet will provide useful supplementary advice and guidance for staff on undertaking risk assessments and can be accessed through the following link: <http://www.hse.gov.uk/pubns/indg163.pdf>

The Five Steps of a Risk Assessment are:

- 1) Look for the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide whether existing precautions are adequate or whether more should be done. If more needs to be done, decide on and implement further precautions.
- 4) Record findings, store locally and keep all assessments for five years.
- 5) Review assessment and revise if necessary.

Fire, health and safety

These are general guidelines and approaches for managing health and safety in the Madrassah.

First Aider

First aider must have Paediatric first aid knowledge and is available to take charge in an emergency.

First aid box- at all times must contain:

Bandages, Triangular bandages, Sterile wound dressings, sterile wipes and a leaflet on basic first aid. First Aid box must be checked on a daily basis for its contents. Any items used out of the First Aid box must be restocked immediately.

Notice on wall to show location of first aid box / first aid book

Children affected by severe medical condition should have their photo, list of ailments and emergency action plan stuck to the office wall as a reminder for all staff members.

Parents **must** inform the Madrassa of any medical conditions with regards to their child/s health. Madrassa **must** be notified if a child is carrying any medication on their possession.

Employee and public liability insurance

Both insurance are a legal requirement and essential for safeguarding Jamiah Farooqiah charity and for service users.

Fire, health and safety includes fire marshals, fire tests & drills

Clear guidelines are to be given to staff, volunteers and pupils about what to do in the event of a fire. Everyone must know:

- Where the nearest fire exit is,
- Where to assemble, (assembly point)
- Fire warden will ensure walkie talkies are in working order and must carry the two way radios at all times.
- Fire Marshall/s will guide everyone out of the building and take the register
- Fire wardens will make sure the building is completely empty to ensure no one is left behind. i.e. toilets etc.
- Fire wardens will identify themselves by wearing name badges and wearing of high visibility vests.
- Bi - Monthly fire drills and weekly fire tests will be carried out

Road safety

Parents should escort their children to and from the madrassa; our advice is always cross in a designated, well lit and not in an overly congested areas. Please park cars considerately

It is the parents/guardians/carer duty to ensure your child/ren arrives and is collected safely and on time from inside of the madrassa.

Guidelines for the public when using Madrasah Farooqiah facilities

For safety reasons, parents or public must NOT enter Madrasah classes during class times under any circumstances. All queries or appointments should be addressed to the head teacher ONLY including meeting with a particular teacher or discussing child's progress. Failure to follow this guideline will result in the strongest possible action.

If parents/guardians have any concerns with any student/s or staff member of the Madrasah, then these issues should be taken up with the head teacher ONLY. Under no circumstances, should the parents/guardians/student(s) pursue these issues directly with the child or other parents or staff members. Any breach in this regard will result in automatic suspension and if proven serious, Jamiah Farooqiah at its discretion may expel the child.

Staff/madrassa custodian meetings

Jamiah Farooqiah believes that we cannot succeed in our goals without a highly educated staff. For this reason we shall arrange Annual & Mid-Term Meetings for all staff involved in running. These meetings will give us the opportunity to discuss with the Safeguarding Policies and Guidelines developments, future goals, as well as our joint responsibilities towards the success of children.