

## **Rocks Lane Montessori Health and Safety Policy**

### **Health and Safety Policy**

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The children are supervised by adults at all times. We ensure that each member of staff, student and volunteer has an enhanced disclosure from the Disclosure and Barring Service (DBS formally CRB). Adults do not normally supervise children on their own.
- Our risk assessment is detailed separately and risk checks are carried out daily, weekly and termly.
- Our member of staff responsible for health and safety is:  
Rajka Krivokapic
- She is competent to carry out these responsibilities, and regularly updates her knowledge and understanding.

### *Insurance cover*

- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:  
The Vestibule

### **Procedures**

#### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

#### *Windows and doors*

- Low level windows and doors are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Our windows above the ground floor are secured so that children cannot climb through them.

- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.
- We take precautions to prevent children's fingers from being trapped in doors.

#### *Floors and walkways*

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

#### *Electrical/gas equipment*

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

#### *Storage*

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

#### *Outdoor area*

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items on a daily basis before it is used.
- We do not plant any dangerous plants, or use herbicides or pesticides that would pose a danger to adults or children.
- We leave receptacles covered or upturned to prevent collection of rainwater. Where water can pool, it is emptied and cleaned before children start playing outside.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; wrapping up warmly in the winter, and ensuring that sunscreen is applied and hats are worn during the summer months.
- We supervise outdoor activities at all times; and particular children on climbing equipment.

#### *Hygiene*

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene, including regular handwashing practices.
- We have a daily cleaning routine for the setting, and a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- Children do not have unsupervised access to the kitchen.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - Cleaning tables between activities;

- Cleaning and checking toilets regularly;
- Wearing protective clothing as appropriate;
- Providing sets of clean clothes;
- Providing tissues and wipes; and
- Ensuring individual use of flannels and towels.

#### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that any sand used is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.
- Staff may only consume hot food and drinks out of reach in the kitchen, office or in the main pavilion during their lunch break when there are no children present.

#### *Jewellery and accessories*

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

#### *Safety of adults*

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Tables should be moved by two team members together.
- We provide safe equipment for adults to use when they need to reach up to store equipment, and maintenance work such as changing lightbulbs is carried out by our qualified maintenance team.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

#### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health, which are stored safely away from the children.

- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers, and ensure that they are stored out of the nursery setting.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - Bleach;
  - Anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - Anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals. All members of staff are vigilant and use chemicals safely.
- In any event where members of staff need to use cleaning chemicals, they would wear protective gloves.

#### *Security*

- We ensure that unauthorised access to the premises is prevented and that children are unable to leave the premises unnoticed. A system is in place to ensure that all visitors to the pre-school are signed in and out.
- We ensure that the gate is bolted after children have arrived at the setting and that all external doors are locked. The door to the office also remains closed at all times and the gate between the office and the kitchen is shut.

#### *First Aid*

- This book is kept to record any accidents, bumps, cuts or falls. It is kept in the first aid cupboard.
- A qualified first aider is on duty at all times.
- Our first aid kit is checked regularly to ensure it is complete and up-to-date. In the event of first aid being given, the accident book must be filled in, including:
  - The full name of the child or adult
  - The date, time and place of the accident or incident
  - The circumstances of the accident or incident
  - A brief description of the injury
  - The name of the person who dealt with the incident
  - First aid treatment given
  - Whether any further medical aid was sought, is so what and from whom
  - The accident book must be signed by staff responsible and a parent
- In the event of a serious accident, statements will be obtained from witnesses and the relevant authorities informed such as HSE and OFSTED.

**The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.**

**Date: October 2018**

**Our Health and Safety Policy will be reviewed annually.**