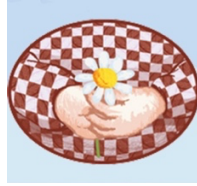


# Stone Bay Montessori and Beach School



## Health and Safety Policy and Procedures

### ***RESPONSIBILITY***

The owner is responsible for ensuring that the school's Health and Safety Policy is being implemented effectively. She will provide service, advice and information as required to all employees on health and safety matters. This responsibility will include:

- Advising all employees on matters pertaining to health and safety.
- Keeping herself informed of relevant legislation, regulations, codes of practice and specialist's guidance which relate to the school's activities and dissemination of such information within the school.
- Ensuring that specific legal requirements are complied with and that steps are taken to comply with changes in these requirements.
- Training of staff in accident prevention techniques.

### ***HEALTH AND SAFETY SUGGESTIONS***

Suggestions are welcomed from employees and parents on Health and Safety and should be communicated to the owner or headteacher.

### ***HOUSEKEEPING***

Good housekeeping is considered to be a basis for our safety programme in which everyone must play a part. In order that a high standard is maintained the following will apply:

- a) A thorough Risk Assessment, both inside and out, is carried out daily.
- b) Proper storage for clothing, equipment and waste is provided.
- c) Heating and lighting is to be maintained at adequate and safe levels. Radiators must be protected by fireguards at all times.
- d) All electricity outlets must have safety plugs at all times.
- e) Telephone wires and cables must not be allowed to trail across floors in a manner that could cause tripping.
- f) Non-absorbent floors must be kept dry to avoid slipping.
- g) All defects to equipment must be reported to the owner.
- h) Chairs are not to be used as ladders.

## ***CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH***

*(COSHH Reports for all cleaning materials are kept in folder in cleaning basket)*

All day-to-day cleaning materials are kept in a wall cupboard in the kitchen. Where possible, all cleaning materials will be non-toxic and eco-friendly. Spare products are stored in the cupboard in the kitchen. Manufacturers safety precautions will be strictly adhered to and no cleaning fluid will be transferred from its original bottle. The kitchen door will remain closed and children will never be allowed in the kitchen unaccompanied.

## ***FIRE PRECAUTIONS***

Fire drill instructions are posted at each fire exit. All employees are given verbal instructions on what to do in case of a fire and regular fire drills are practised. All staff members must ensure that they are conversant in the operation of fire fighting equipment. Smoking is not permitted on school premises, inside or out, at any time during school hours.

## ***FIRST AID***

The First Aid Kit is situated in the kitchen and the owner must ensure that statutory regulations for maintaining the kit are adhered to. Two members of staff must be trained First Aiders and their role will be to provide immediate First Aid if a child or employee is badly injured or becomes seriously ill, until the arrival of the Ambulance Service. *(First Aiders - Debbie Goldberg, Emma Whittle, Laura Chiswell)*

*In emergencies phone 999.*

## ***ACCIDENT AND INCIDENT RECORDING AND INVESTIGATION***

All accidents resulting in personal injury must be reported to a qualified First Aider and must be recorded in the online Accident Book on My Montessori Child, which must be signed by the parent. Reporting duties under RIDDOR must also be adhered to.

Accidents resulting in personal injury are to be investigated by the owner to determine the cause of the accident so as to remedy any faults.

## ***GENERAL***

The following must be adhered to at all times:

- Doors to the street must be locked.
- No strange person should be allowed onto the premises without the heateacher knowledge and permission. They must remain outside.
- Visitors must sign in the online visitors' book.
- The door to the kitchen must be kept shut and no children allowed in the kitchen unsupervised.
- Children playing in the garden must be supervised at all times.
- There should be written instructions signed by parents naming the members of family or family friends who can collect their child from school.
- Correct lifting and handling - see below

## ***LIFTING AND HANDLING***

A wide variety of items require lifting and handling. Should any member of staff consider an item too heavy for manual handling, arrangements will be made for safe alternative handling.

When lifting from floor level, squat down, get a good grip under the item, keep the back straight and lift by standing up movement. Never bend from the waist with the legs straight and lift by straightening up. The back is not designed to take such strain and persons lifting this way could end up with serious back injuries. Stretching forward to lift should also be avoided, as should twisting of the body while carrying.

Special care must be taken when lifting children as they are apt to twist and wriggle and so be unstable. Always lead a child by the hand rather than lift and carry. If a child needs affection, this can be achieved by squatting down to the child rather than lifting. When it becomes necessary to carry a child, ensure a good hold and maintain an awareness that the child may move unpredictably.

Employees have a duty to take reasonable care for their own health and safety. Any member of staff who is unaware of the correct way to manually handle an item must report this to the owner. All employees will be advised on correct lifting methods.

### **Statement relating to Health and Safety at work**

1. It is the policy of this School to provide, so far as is reasonably practicable, the safest possible working conditions and practices relating to health, safety and welfare of all its pupils and employees and for other persons who may be affected in so far as they come into contact with the School.
2. The ultimate responsibility for all aspects of Health and Safety within the School rests with the owner who regards the promotion of Health and Safety measures as a mutual objective, not only for herself, but for all employees, pupils and the public. To this end, a copy of this Policy Statement and the following document, Organisation and Arrangements to Ensure Health and Safety at Work, is given to all employees.
3. This Policy will be implemented and maintained within the framework of the following objectives:
  - The health and safety of employees, pupils and the public and the safe operation of equipment is paramount; the School aims to minimise accident frequency by risk analysis and investigation.
  - To implement such training as will ensure that all employees are made aware of their personal contribution towards accident prevention and Health which is required to them under the Health and Safety at Work Act 1974 and to enable them to perform their work safely and efficiently. A guiding feature of the training will be to gain acceptance that accidents can be prevented.
  - To ensure that developments in the field of Health and Safety are considered and adopted whenever appropriate and practicable, taking into account any statutory requirements.

4. It is the duty of every employee to work safely and efficiently by meeting statutory obligations and adhering to School procedures. It is also their duty to secure a safe working place by reporting any hazards and assisting in the investigation of any accidents, with the objective of introducing measures to prevent a reoccurrence.