



Children of the World Montessori School

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HEALTH AND SAFETY POLICY

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

Aim

We aim to make children, parents and staff 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.

Method

The members of staff responsible for health and safety are Alexis Hall and Cheryl Clay. They are competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside and in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- We decide which areas need attention and if need be specify action required.
- Daily risk assessments, carried out in the mornings and after lunch.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the main entrance.

Awareness rising

- 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 understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adults volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are stored in the kitchen during the school day.

Windows

- These are high up so children cannot access them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities they:

- Are supervised at all times.
- Are kept away from hot surfaces and hot water.
- Do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Heaters have a protective cover.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All extra resources and materials are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area has a secure perimeter fence and gate.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Any excess water on equipment is cleared before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including coats, hats, and sun hats. Where appropriate we will have a limited supply of hats and gloves for those without.

Hygiene

- We have regular checks by the Environmental Health Department.
- Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the preschool which includes classrooms, kitchen, and toilets. We ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.

Smoking

- COTW operates a strict no smoking policy on the premises.

We implement good hygiene practices by:

- Checking toilets regularly
- Wearing disposable gloves when appropriate
- Providing sets of clean clothes when necessary
- Providing tissues
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are nontoxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff will prepare and handle food safely and receive appropriate training when required and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults use appropriate travel mugs for drinks and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- Children do not have access to food/drinks that they are allergic to.

Outings and visits

- A risk assessment is requested from the venue before an outing takes place.
- Parents sign a medical consent form before outings. Staff will also discuss the outing with parents beforehand to allay any worries the parent may have and ensure they are fully aware of the content of the outing.
- Our adult to child ratio is one adult to two children. Staff members will hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parents/carers also complete a medical consent form prior to going on the trip.
- An accredited coach company with appropriate insurance cover takes children to the venue.
- For those children remaining at preschool, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

Fire safety

- See Fire Policy

First aid and medication

- See First Aid Policy
- At the time of admission to the preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

Sickness

- See Medical Policy

Lost child at school:

- Identify lost child
 - One member of staff to sit and tell children a story.
 - One member of staff to check building
 - 2 members of staff to check immediate vicinity (in school grounds)
 - Check with school & nursery
 - Check road outside school
 - Phone police and parents
- **NB: THIS WHOLE PROCEDURE NEEDS TO BE CARRIED OUT WITHIN 15 MINUTES!**

If the child has been passed back into parent care i.e. end of session, then it is ultimately the parents responsibility, but we will assist in all ways.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- The sickness of staff and their involvement in accidents is recorded.

Records

- In accordance with the National Standards for Day Care, we keep records of:
- Adults authorised to collect children from school, we have a consent form that parents must sign with a list of named people who may collect their child plus parents sign the diary when they initially tell us in the morning/lunchtime drop off. If it is an email/phone call we log it in the diary and parents sign it the next time their child is at school.
- The names, addresses and telephone numbers of emergency contacts in case of any accidents or illnesses.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents and Incidents.