

The Robin Montessori

HEALTH AND SAFETY POLICY

The Health and Safety representative is Elisa Fernandez Romero. The person designated to act in the Health and Safety representative's absence is Agnese Mugnai.

Aims

To create, and provide, a safe environment without a risk to the health and safety of children, staff and visitors.

To ensure Health and Safety is taken seriously by all members of staff and other persons who are affected in the nursery.

Duties and responsibilities

Designated person/s will:

- Assess the risks to Health and Safety in and around the setting.
- Introduce and review suitable procedures to eliminate or control any such risk identified.
- Ensure staff comply with safety instructions and practice and that staff also understand and accept their responsibility in relation to Health and Safety procedures.
- Ensure all accidents, incidents and dangerous occurrences are adequately recorded and reported.
- Ensure all staff, students, volunteers and any other adult who comes into contact with children at the nursery have appropriate and up to date Criminal Record Bureau checks.
- Ensure at all times the Health and Safety and welfare of children, staff and others involved in the nursery.
- Carry out fire drills in line with the Landlord policy and contact emergency services when necessary.

All members of staff will:

- Familiarise themselves with the Health and Safety policy and its place within their work.
- Take reasonable care for their own Health and Safety as well as of others who may be affected by their acts or negligence at work.
- Report and record any accidents, incidents of violent or verbal abuse, any hazard or dangerous occurrences to the designated person and appropriate format.
- Make sure the equipment and premises that are used by children, and the activities that are carried out are safe.

Use of premises

- Staff to make sure that both classrooms are clean and that all the equipment, including toys, are in good condition before the children arrive to the nursery.
- Children have free access to the toilet.

- Children are not allowed to leave the classrooms unless with a member of staff and only for the purpose of going to the garden or toilets.
- A member of staff should always be in the classrooms or garden with a small group of children.

Toilets

- Toilets are to be checked regularly to make sure these are clean and children's access to these is not obstructed.
- Toilet paper, hand soap and hand towels are to be replenished regularly.

Outside area:

- Weather permitting children will be taken out to play. Adequate staffing ratio will be maintained at all times.
- The area is to be checked before the children go out, to prevent accidents/incidents and it is to be checked again after the children have gone inside.

Arrangements for the Comfort of Children and Staff.

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. There is no access to any water supplies that are not safe for drinking.
- Appropriate Risk Assessments are carried out and we refer to the relevant policies including use of portable heaters.

Outings

- Parents/carers must give their consent, in advance, for all trips and outings.
- Locations are visited in advance and risk assessed.
- The manager, or a designated person when the manager is absent, takes emergency contact details for all children on every trip.
- The ratio for the outings is a maximum of 6 children per staff, less or 1:1 with Special educational needs children depending on the child's needs.
- A first aid travelling kit must be taken. Children will remain under close supervision at all times.
- Two members of staff will keep mobile phones with them at all times and their numbers will be circulated to the parents/carers in advance of the visit/outings.

Accidents and Incidents

First Aiders: Elisa Fernandez Romero, Agnese Mugnai

The First Aid Co-ordinators will be responsible for ensuring that First Aid Boxes continue to meet laid down statutory requirements, and for checking Boxes against a stock list each term and restocking as necessary.

Procedures

- Incidents and accidents should be recorded in the appropriate form.
- The form should be co-signed by the parent/carer and must be filed in alphabetical order in the office.
- A first aider should be on hand in case first aid needed.
- A first aid kit can be found in the main cupboard in the front classroom.

If an ambulance is required

- The ambulance should be called first, then the parent should be informed straight after, as the main priority is the welfare of the child in question.
- The first aider should not leave the child unattended, and another member of staff should be on hand to provide assistance and make the necessary phone calls.
- A member of staff should accompany the child in the ambulance if the child's parents/carer has not arrived by the time the ambulance arrives.

Medical conditions

- Parents/carers have the duty and responsibility of informing the nursery about any medical conditions their children have. The management and all members of staff will oversee the inclusion of any child with a specific medical condition.
- All staff are to be made aware of the medical condition, symptoms etc.

Allergies

- Parents/carers are responsible for notifying the nursery of any allergies their children have.
- Staff are to be informed and, when necessary, trained to deal with these allergies, first aiders have been trained in the use of epi-pens.
- All actions necessary are to be taken to minimise and reduce risk.

Administering medication

- Only the designated persons listed above are allowed to administer the medication to the child. Parents should arrange this by completing the administering medication form. A list of children with medical needs is kept by the first-aid in the cupboard in the front classroom.
- All inhalers and epi-pens are kept with the first-aid kit and only designated persons are allowed to administer.

Visitors

Procedures:

- Visitors are asked to sign the visitor's book upon arrival and a member of staff will guide them and offer advice if needed.
- Visitors to the nursery are not to be left unsupervised with children at any time.
- Staff have a duty to approach any visitor on the premises who has not signed in. Visitors must give a reason for visiting the nursery, if the reason is not suitable to be in the nursery's premises, then the visitor will be asked to leave immediately and escorted out from the premises. If the visitor refuses to leave, the police will be called immediately.
- A record of such incidents will be made in the incident record form and the manager should be immediately informed.

Slips and Trips

Risk assessments of all areas will identify any areas presenting a risk of slips and trips. Steps will be taken to eliminate any foreseeable risk of injuries caused by a slip or trip. All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off The Robin Montessori Nursery site if in connection with The Robin Montessori Nursery. This will be kept by the Nursery Office. Records should be stored for at least three years.

Non-Smoking:

The Robin Montessori in compliance with the law, is a non-smoking establishment. We do not allow smoking (including the use of E cigarettes) on the nursery premises. Should we find any member of staff smoking at the nursery, we would consider this a serious breach of the terms of employment. Any member of staff wishing to smoke must leave the Nursery/Church site, out of view from the children, in their own time and not in the employer's time.

Signed by Name/Position: _____

Signature: _____

Date: _____