Health and Safety Policy

Aims

At Alamiyah, we believe that the health and safety of pupils, staff and visitors is of paramount importance. The Trustees and Management will take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety whilst engaging in activities both on or off the organisation's premises in compliance with the Health and Safety at Work Act 1974.

We are therefore committed to ensuring that:

- the setting is a safe and healthy place to be for pupils, staff, parents and visitors
- the premises are well maintained in order to eliminate preventable accidents
- health and safety risks on site and when performing activities are detected early and managed well to prevent accidents and cases of work-related ill health
- a high level of cleanliness and hygiene standards are maintained at all times
- Food hygiene levels are maintained at all times

Approach

- Clear instructions and information are provided to staff to ensure that they are competent to do their work
- staff are engaged and consulted with on a day-to-day health and safety conditions
- all staff are trained in health and safety issues, risk management and hazard/risk reporting
- the site and equipment are maintained regularly and dangerous substances are safely stored
- all risks on site and activities on and off site are assessed, mitigated and managed responsibly by staff who have been inducted into undertaking these assessments

- policies and procedures are kept up to date in line with current legislation
- Performance monitoring of policies and procedures through half termly accident and incident monitoring, checking maintenance/risk/hazard logs, monitoring of compliance of risk assessments on trips through a process of evaluation and debrief to managers.
- Reviewing performance and risk assessments on a termly basis
- all leadership and management are provided with adequate training in order to be able to perform a critical analysis of systems for health and safety and risk management

Responsibility

The Board of Trustees are responsible for ensuring that there is effective management of Health and Safety. The management of health and safety in the setting is the responsibility of the Manager. It is the responsibility of the Manager to ensure that necessary training is provided to all staff and to ensure that the policy is adhered to at all times.

The implementation and monitoring of Health and Safety on a day to day basis is the responsibility of the appointed **Health and Safety Officer, Saahera Motara.**

The Manager in conjunction with the Health and Safety Officer will ensure that the health and safety policy is reviewed annually, necessary revisions made and all those affected are informed of these revisions. We will regularly review arising Health and Safety incidents and issues in the wider community and media in order to make necessary revisions to this policy such as the Glenridding Beck Case Study in 2002, the death of Lydia Bishop in 2012.

All staff are responsible for the Health and Safety of pupils both when they are authorised to be on the premises and when they are on authorised activities off site. Staff also have a duty to look after their own and others' health and safety; cooperate with the manager on health and safety matters; do their work in accordance with training and instructions; and inform the manager of any work situation representing a serious and immediate danger, so that remedial action can be taken. All staff have a duty under common law to take care of pupils in the same way that a prudent parent would do so.

It is the responsibility of all staff to:

1. attend training and implement safe Health and Safety practice
2. adhere to Health and Safety Policies and Procedures
3. notify the Manager of any potential risks or hazards
4. recording the risk or hazard in the Setting's Maintenance Book
5. The Health and Safety Officer will ensure that these issues are resolved as swiftly as possible and in order of priority

We believe the risks in the setting are low. To maintain the maximum protection for children, staff and parents, the setting:

- Ensures all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensures that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Has the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensures that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensures that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures there are suitable hygienic changing facilities (see Infection control policy)
- Prohibits smoking or vaping on the premises
- Prohibits any contractor from working on the premises without prior discussion with the officer in charge
- Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas
- Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting

- Ensures all cleaning materials are placed out of the reach of children and kept in their original containers
- Ensures staff wear protective clothing when cooking or serving food
- Prohibits certain foods that may relate to children's allergies, e.g. nuts are not allowed in the setting
- Follows the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Follows the Allergies and allergic reactions policy for children who have allergies or have a reaction at the setting
- Ensures risk assessments are undertaken on the storage and preparation of food produce within the setting
- Familiarises all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provides appropriately stocked first aid boxes and check their contents regularly
- Ensures children are supervised at all times
- Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors
- Ensures no student or volunteer is left unsupervised at any time
- Ensures staff paediatric first aid (PFA) certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

Health and safety arrangements

- All staff are responsible for general health and safety in the setting
- Risk assessments will be conducted on all areas of the setting, including rooms, activities, outdoor areas, resources, cleaning equipment, legionella and lone working
- Risk assessments are reviewed at regular intervals and when arrangements change
- All outings away from the setting (however short) will include a prior risk assessment.
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff

responsible. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases the manager will be notified immediately

- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of legionella[1], and manage these risks including avoiding stagnant water
- All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear Accidents and first aid policy to follow in the case of any person in the setting suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the setting. This is shared with all staff, students, parents and visitors to the setting
- We review accident and incident records to identify any patterns or hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at the setting.

Risk Assessment

Alamiyah Montessori's risk assessment documents all risks and hazards relating to adults and pupils and how we manage them. Risk assessments include:

- Checking for hazards and risks on site, in our activities, during trips and outings

- Deciding which areas need attention
- Developing an action plan which specifies the action and any funding required

The purpose of risk assessments are not to eliminate risks altogether but to ensure that risks are mitigated and managed safely. Some activities, especially those happening away from the setting, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

If it is a new activity, a specific assessment of significant risks must be carried out. The Manager will ensure that the assessor assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the assessor must record the significant findings of the assessment. Each risk assessment must be signed off by the Manager.

However, there is no requirement to carry out a risk assessment every time a routine activity is undertaken as a part of the setting day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool or park. A risk assessment for regular activities will be undertaken prior to the first time the activity is undertaken. These risk assessments are reviewed every term to check that the precautions remain suitable.

In summary, all health and safety issues are logged on risk assessments, arising risks or maintenance issues are logged in the maintenance book and daily hazard checks are logged on daily checklists. All of these issues are reviewed periodically on a:

- Daily basis prior to a session, staff use checklists (based on risks highlighted in the setting's risk assessments) to ensure key areas are free of hazards
- Weekly basis in staff meetings, Health and Safety issues are raised and resolved;
- Termly basis all risk assessments are reviewed
- Annual basis full review of risk assessments are carried out.

Insurance Cover

Alamiyah Montessori has the appropriate public liability insurance and employers' indemnity liability insurance. This certificate is displayed on the wall in the Reception Area.

HSE and Legal Action

The Health and Safety Executive has a role to regulate and enforce health and safety. For example if a pupil had a catastrophic accident whilst in the setting's care, their main interest would be in investigating real risks arising from serious breaches of the law. Serious breaches might include a trip leader taking pupils canoeing but not ensuring they were all wearing buoyancy equipment. When deciding whether to prosecute after an incident of potential negligence the HSE takes into account, the severity of the injury, how far good practice was followed, the seriousness of the breach of the law and whether it is in the public interest to prosecute. More details can be found in the HSE's Enforcement Policy Statement found on the HSE website. Occasionally, civil proceedings in negligence can be taken against the setting or an individual member of staff. However, legal action for negligence against settings is only likely to be successful if:

- the setting has not taken care of a child in a way that a prudent parent would have done;
- as a result, the child has been injured;
- and the injury was a foreseeable consequence.

Training and Raising Awareness

- Induction training for staff and volunteers includes a clear explanation of health and safety regulations. This is in order 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 well being, including safe lifting and the storage and handling of potentially harmful substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new pupils at the start of their time with us and at the start of every new academic year so that they understand the role that Health and Safety plays in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff. arising health and safety issues are discussed regularly at staff meetings.

Premises

Safety checks on premises both indoors and outdoors are made before the start of every day using daily checklists covering all of the different areas of the setting. Individual staff will be responsible for maintaining designated areas. These areas are checked daily by staff before and after the setting sessions and any potential risk, hazard or malfunction of equipment is recorded in a maintenance book and reported to the Health and Safety Officer/Manager if necessary.

During the session staff remain vigilant in all high risk areas to ensure that areas are maintained such as toilets, children's kitchen and outdoors.

Premises are monitored by CCTV, are protected by anti-climb paint and have security lighting to ensure the security of staff and pupils whilst they are on site.

Vehicular Access

Except in exceptional circumstances such as admitting an ambulance, vehicles are not allowed onto the site during hours of operation, 9:00am - 3:45pm daily during weekdays.

Windows and Glazing Safety

Low level windows are made from materials which prevent accidental breakage, which additionally protects the setting from accidental breakage and vandalism from people outside the building. Windows are all double glazed and out of reach of children. Where glass is within reach on doors, safety glass is used or toughened double glazing suitable for settings. The setting is situated on the ground floor, however if we were in a building with additional floors then windows above the ground floor would be secured in a way that prevents pupils from being able to climb or fall through them.

Use of Glass

All precautions are taken to ensure safe usage of glass items. If there is broken glass the following procedures will be followed:

1. The area will be blocked off to the pupils with the use of chairs.
2. Large pieces of glass will be picked up and wrapped up in newspaper. Smaller pieces will be swept up and cleared, and a vacuum cleaner will be used if necessary.
3. The area will then be mopped and wiped with a wet cloth or wet wipes to ensure that all remains of the glass have been collected.

Storage

- All resources and materials which pupils select are stored safely and at child height.
- All equipment and resources are stored or stacked safely to prevent them falling.

Control of hazardous substances (COSHH)

Alamiyah Montessori follows the regulations relating to the Control of Substances Hazardous to Health Regulation (COSHH). Harmful substances such as bleach and detergents are stored in locked cupboards out of the reach of pupils and away from any inflammatory substances.

Management of Asbestos

There has been no asbestos found on the current site in an Asbestos Management Survey carried out. This will be reviewed at the point at which we either move the site or works reveal asbestos. The following guidance will be followed if we were to find asbestos: ***Managing Asbestos in your preschool: Education Skills and Funding Agency February 2017***.

Trips and Slips on Floors

All surfaces are checked daily to ensure they are clean, dry, even and undamaged. If a spillage occurs during the day then wet floor signs are placed around the spillage to alert all not to step in the spillage to avoid injury.

Trappage in Doors

Precautions are taken to prevent pupil's fingers from being trapped in doors. Pupils are inducted into safe use of doors and which doors they can open. Finger Guards have been placed on all doors with exposed hinges.

Security

See policies on (Visitors, Arrivals and Departures and Security)

Kitchen

Pupils do not have unsupervised access to the kitchen. All surfaces are clean and non-porous. There are separate facilities for hand washing and for washing up. Cleaning materials and other dangerous materials are stored out of pupils reach.

When pupils take part in cooking activities, they:

- are supervised at all times
- taught in groups appropriate to the work area
- 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 the following steps are taken to ensure that the site is maintained and remains safe:

- Fire, heaters, electric sockets, wires and leads are properly guarded where necessary with protectors and the pupils are taught not to touch them.
- The gas boiler is serviced annually and the electrical wiring is serviced every 5 years.
- Electrical items are PAT tested annually.
- The boiler/electrical switchgear/meter cupboard is not accessible to the pupils.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled so it never scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Outdoor area

The outdoor area is securely fenced and outdoor play equipment conforms to European commercial play equipment standards EN1176 and safety surfacing conforms to standards EN1177.

- The outdoor area is checked for safety and cleared of any litter before it is used
- Adults and pupils are alerted to the dangers of poisonous plants, herbicides and pesticides
- Where water can form on a pool on equipment, it is emptied before pupils start playing outside
- The outdoor sandpit is covered when not in use. All outdoor activities are supervised at all times
- An ecology area with opportunities to grow fruit and vegetables and learn about healthy foods is available so that pupils become aware of issues related to health and wellbeing.
- All pathways and ramps are kept clear to make the site accessible to all.

Selecting and Managing Contractors

A contractor is anyone who is asked to do work for the setting who is not an employee. The HSE sets out guidance on using contractors, the guidance doesn't apply to temporary or agency workers – please refer to guidance about them at www.hse.gov.uk/workers/agencyworkers.htm.

Both Alamiyah Montessori and the contractor have responsibilities under health and safety law. All of those on site, including setting staff and the contractor need to take the right precautions to reduce the risks of workplace dangers to other staff and the public. Alamiyah Montessori will ensure that everyone understands the part they need to play in ensuring health and safety.

Risk Assessments and Contractors

- the setting will perform a risk assessment covering risks to contractors from the setting (eg asbestos, on-site vehicles).
- The contractor must assess the risks for the contracted work and inform the setting
- both the contractor and the setting must meet to consider any risks from each other's work that could affect the health and safety of the workforce or anyone else.

The assessor must ensure that

- risks to staff and members of the public are considered from contractors being on site
- measures needed to control risk are agreed with the contractor before work starts.
- health risks are considered such as high levels of noise or exposure to harmful substances, as well as safety risks.

Once actions have been agreed to control risks, we will be clear about who will do what and when by having a record of all risk assessments placed within the health and safety file for the works.

the setting will prohibit any contractor from working on the premises without prior discussion with the health and safety officer or the manager.

First Aid

See First Aid Policy

Sickness

Alamiyah Montessori's policy on the exclusion of ill and infectious children is conveyed to parents by means of the parent handbook and the website. This includes a procedure for contacting parents or other authorised adults, if a child becomes ill.

Parents are asked to keep their child at home if they have an infection, and inform the setting about the type of infection so that other parents can be informed if necessary.

Parents must not bring in any child who has diarrhoea or has been vomiting until 48 hours after the last incident of vomiting or the last loose bowel movement.

If a child is suspected to have chickenpox or measles the parents will be notified immediately. The child will only be admitted back into the setting five days after the onset of the rash in the case of chickenpox, and four days after the onset of the rash with measles. All other parents will be notified and given instructions as to signs they should look out for and the procedure they should follow.

If the child is ill and on prescribed medication for a short time, the child must complete their course of medication at home before returning back to the setting. It will be at the discretion of the setting to authorise the attendance of any child taking short term medication.

If a child becomes poorly at the setting, staff will closely observe them, if symptoms persist or worsen staff will contact the parent. If a pupil is too poorly to do any activities or sit and rest during class time then the parents will be called to pick up their child and the pupil will be taken to the medical room to lie down whilst being closely monitored by a first aider.

If a child becomes severely ill whilst at the setting and requires emergency medical attention due to allergies, anaphylaxis, asthma then a first aider and another member of staff (if

possible) will stay with the child providing first aid treatment and monitoring them whilst the ambulance is called by another member of staff by dialling 999. All the other pupils will be gathered into a circle time with two members of staff whilst a story is read to them. The parents will be informed directly after the ambulance is called.

Notifiable Diseases

Ofsted will be notified of any infectious diseases which a qualified public health doctor considers notifiable. It is the responsibility of the child's GP to inform the Health Protection Unit (HPU) of any infectious disease, however the setting will also inform the HPU and keep a record at the setting. These diseases are outlined in the Public Health (Infection Diseases) Regulations 1988 and advice can be taken on this via the Health Protection Agency, see contact details below:

North London Health Protection Team Tel: 0300 303 0450 (health protection) Fax: 020 7811 7756 Email: phe.london.region@nhs.net. To contact a public health doctor in an emergency out of hours; in the evenings, at weekends or during bank holidays, please call: **07623 541 417.**

Alamiyah Montessori will maintain links with health visitors, local health authority and other health agencies in order to be kept informed about current health issues, infectious diseases, new legislation related to health. We also review national guidance on Infection Control, including Guidance on Infection Control in Schools and other Childcare Settings.

If a child at the setting has one of the notifiable diseases listed below then staff will contact the parent and ask them to collect the child and take them home. It will also be necessary to notify HPU to seek further guidance and Ofsted in the case of the diseases below:

Notifiable Diseases/Infections include: -

Disease/Infection	Recommended period to be kept away from the setting or childminder
German measles (rubella)	Six days from onset of rash
Measles	Four days from onset of rash
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment
Typhoid [and paratyphoid (enteric fever)]	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some pupils until they are no longer excreting.
Tuberculosis	Always consult your local HPU
Whooping cough (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment
Diphtheria	Exclusion is essential. Always consult your local HPU
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B or C	None
Meningococcal meningitis/septicaemia	Until recovered
Meningitis due to other bacteria	Until recovered
Meningitis viral	None
Mumps	Exclude child for five days after onset of swelling

Pupils' Long Term Prescribed Medication

Pupils's prescribed drugs are stored in their original containers; are clearly labelled and are inaccessible to pupils.

Parents give prior written permission for the administration of medication. The administration is recorded accurately on a separate **Administration of Medication form** and parents sign to acknowledge the administration of the medicine. Use by dates are checked half termly.

If the administration of the medication requires medical knowledge such as administering an epi pen, individual training is provided for the relevant member of staff by a health professional.

When pupils go on an outing their prescribed medication must be taken with them. (See Administration of Long Term Medication Policy)

Health and Well-being of Adults

Staff must take care of their own health and safety and that of their colleagues. In particular :

- Hands must be washed with soap:
  After using the toilet, before and after preparing food or changing or cleaning a child
- Sanitary towels must be disposed of in the appropriate sanitary bins in the staff toilet.
- When handling food, gloves must be worn
- When changing pupils or cleaning spills of bodily fluids, gloves must be worn and an apron and any items with bodily fluid must be disposed of in the clinical waste bin in the medical room.
- Open wounds on an adult must be covered
- All warning signs must be adhered to – they should be clear and in appropriate languages.
- The sickness of staff and their involvement in accidents or dangerous occurrences is recorded.
- These records are monitored and reviewed every half term to identify any issues which need to be addressed.

- Comfortable computer chairs must be used when working at computers for long periods of time.
- Breaks must be taken away from the computer screen and from working to avoid RSI and eye strain.
- Staff have the opportunity to take breaks away from the children in designated staff areas.
- Staff have regular supervision meetings with their line manager and understand that they can speak to their line manager or the Executive Director if they are suffering from work related stress.
- If there is a risk of or instances of bullying, threats or violence against staff from pupils, other staff, parents or visitors then staff MUST report this directly to their line manager, so that the matter can be dealt with swiftly.

Staff Taking Medication / or other Substances

- There is a no smoking or vaping or use of e cigarettes in the setting building, office, staff room and the entire outdoor site. Smokers are requested to leave the site to smoke outside the front gates. (See No Smoking Policy)

- Staff must not be under the influence of any substance such as alcohol or any other substance that impedes their ability to care for pupils.

- Staff must inform the setting if they have any medical condition or if they take any medication and also update this on their health and medical forms.

- If staff take medication that may affect their ability to care for pupils, they must seek medical advice. Alamiyah Montessori will only allow staff to work with children if the medical advice confirms that the staff member is fit to care for children.

Staff medication that is taken on site must be kept labelled and is securely stored out of reach of children.

Work at height

Falls from height are a major cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than 2 metres. Common causes of such accidents include:

- overreaching or over balancing;
- climbing with loads;
- using inappropriate equipment such as desks / chairs;
- not securely fixing access equipment;
- placing access equipment on unsuitable surfaces;
- falls from roofs with unprotected edges;
- falls through fragile materials.

The guidance below applies to all work situations from where a person could fall a distance liable to cause personal injury. Reference to the safe use of stepladders is included in this guidance in recognition of the fact that after a risk assessment such equipment may be the only reasonably practical means of carrying out a task.

The Work at Height Regulations 2005 apply to all work situations from where a person could fall a distance liable to cause personal injury, or access to and from such a place, this includes work at ground level where there is a risk of falling into an excavation etc.

The Health and Safety Officer will be responsible for all work at height activities on site. This person shall receive adequate training to complete the role and be named in the establishments Health and Safety policy. The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed & appropriate equipment selected;
- a register of access equipment is maintained
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Risk Assessment for Work at Height

Work at height should never be considered as being incidental to the actual job to be undertaken. Thus for all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available on site) to achieve a safe system of work.

There is a simple hierarchy of controls for work at height as follows:

a) avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:

b) use work equipment or other measures to prevent falls; and

c) where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, further advice is available from the Education Health and Safety Team if needed. As a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc)
- The environment, poor conditions and slippery surfaces (weather, temperature...)
- The effect on pedestrians, falling objects
- distance and consequences of a fall.

Use of Equipment for Work at Height

Equipment identification / inspection

Each establishment should compile a register of such equipment (excluding kick stools), for example a ladder register. Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Use of Ladders

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task. Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. Only those persons who have been trained to use ladders safely may use them.

Staff will not be permitted to use leaning ladders or work from height on a roof or any outdoor work which would require a tall leaning ladder.

Staff are permitted to use a step ladder provided by the setting for reaching up to shelves or to clean at a reasonable height such as can be reached in accordance with the guidelines below:

Stepladders

When using a stepladder to carry out a task:

- check all four stepladder feet are in contact with the ground and the steps are level;
- only carry light materials and tools;
- don't overreach;
- don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- ensure any locking devices are engaged;
- try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a

stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;

- try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete);
- where side-on loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment;
- maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder

When deciding if it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, install a smoke detector on a ceiling), this needs to be justified, taking into account:

- the height of the task;
- whether a handhold is still available to steady yourself before and after the task;
- whether it is light work;
- whether it avoids side loading;
- whether it avoids overreaching;
- whether the stepladder can be tied (eg when side-on working). What about the place of work where the ladder will be used? As a guide, only use a ladder:
- on firm ground;
- on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc; on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;
- where they will not be struck by vehicles (protect the area using suitable barriers or cones);
- where they will not be pushed over by other hazards such as doors or windows, ie secure the doors (not fire exits) and windows where possible;

- where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base);
- where it has been secured

Manual handling

- Adults are provided with guidance about the safe storage, movement, lifting and erecting large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- Heavy objects such as furniture must not be moved by a single individual but by two or more adults.
- When lifting heavy items or young children, the correct bending position must be adopted

Records

Alamiyah Montessori keeps records of:

- Adults authorised to collect pupils from the setting;
- The names addresses, tel numbers of emergency contacts in case of pupils's illness or accident.
- The allergies, dietary requirements and illnesses of the individual pupils.
- The times of attendance of pupils, staff and volunteers and visitors:
- Insurance Certificate
- Record of Electrical, Gas Maintenance
- PAT Testing
- Site Maintenance Book
- Risk Assessments
- Qualified First Aiders on site
- Record of Infectious Diseases

- Accident and incident records and monitoring
- RIDDOR cases
- Register of Equipment for Work at Height
- Health and Safety File for Building works undertaken by contractors
- Building Control Certificates
- Prior parental consent to administer medicine
- Prior parental consent for emergency treatment.
- Emergency Health Care Plans for pupils if required
- Record of administration of medicines.
- Fire safety records and certificates.
- Pupils with medical needs.
- No smoking anywhere on premises.

Animals

Animals visiting the setting must be free from disease, safe to be with pupils and must not pose a health risk. A full risk assessment will be carried out for any pet or animal visiting the setting and a letter sent home to parents informing them of the visit.

Fire safety

P*lease refer to our Fire Safety Policy for Fire Safety Procedures and Evacuation Procedures*

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire prevention equipment including smoke detectors are operating in the setting.
- Smoke detectors and fire fighting appliances conform to BSEN standards and are fitted in appropriate high risk areas of the building and are checked and serviced annually as specified by the manufacturer.

Emergency evacuation procedures are approved by the Fire Safety Officer and are:

- ➢ Clearly displayed in the premises;
- ➢ Explained to new members of staff, volunteers and parents
- ➢ Practised regularly at least once every six weeks
- ➢ Records are kept of fire drills and the servicing of fire safety equipment.

Activities

- Pupils have the opportunity to play in the fresh air throughout the year.
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the pupils
- The layout of play equipment allows adults and pupils 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 non-toxic.
- Sand is clean and suitable for pupils' play and replaced when needed.
- Physical play and cookery are closely supervised.
- Pupils are taught to handle and store tools safely.
- Pupils who are sleeping are checked upon regularly.
- Pupils learn about health, safety and personal hygiene through the curriculum provided and the routines followed.

Food Play Safety

At Alamiyah Montessori we ensure that any food we use for activities with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are checked and avoided
- We do not use jelly cubes for play.
- Heat treated flour will be used, to reduce risk of infection
- Small objects such as dried pasta and pulses will be risk assessed and not be used for younger children unless safe to do so
- All allergies and intolerances will be checked and activities will be adapted to suit all children's needs, so no child is excluded
- All activities including food will be included on the planning sheets showing all allergens, so all staff and parents are aware of the ingredients
- Children's allergies will be visible to staff at all times to ensure all needs are met
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs
- We will not use food in play unless it enhances the opportunities children are receiving from the activity.

Journeys and Off-site Visits

Alamiyah Montessori has agreed procedures for the safe conduct of outings.

- A site visit and a written risk assessment is carried out by two members of staff who will be on the trip including at least one senior member of staff before an outing takes place. The risk assessment will outline the risks and how they will be managed or mitigated.

- Parents always sign consent forms before major outings, a copy of the forms will always be taken on the outing with emergency contact details, details of medical conditions and allergies and emergency medication and first aid kit.

- Adult to child ratio is one adult to two children for nursery and reception children and one adult to four children for older pupils. Ratios can vary depending on the outing to ensure pupil safety.

- Vehicles transporting children, and the driver of those vehicles, will be adequately insured and will have seat belts and air conditioning on longer journeys in the summer.

- A **Trip Coordinator** will be assigned for each trip and will be responsible for implementing the procedures contained within this policy.

Parental consent to off-site activities

Parents provide consent for outings and are told where their child will be at all times and of any extra safety measures required. The “one-off” consent form found in the record of permissions provides permission for short local trips that form a regular part of the curriculum.

Specific written consent is requested for activities that need a higher level of risk management or those that take place outside session hours. Parents must be told in advance of this type of activity and trip and must be given the opportunity to withdraw their child from any particular trip or activity covered by the form.

Children’s safety

- Only persons who have been checked for criminal records by an enhanced disclosure or DBS have unsupervised access to the children, including helping them with intimate care (see intimate care policy)

- All children are supervised by staff at all times and will always be within their sight. Adults do not normally supervise children in a building on their own.

- Whenever children are on the premises at least two adults are present so no adult is ever alone with a child.

Hygiene

To prevent the spread of infection, adults in the setting will ensure that the following good practices are observed. Alamiyah Montessori daily routines encourage the pupils to learn about personal hygiene.

Personal Hygiene :

- Hands must be washed after using the toilet. It is the staff's responsibility that soap and disposable hand towels are available. Pupils will be taught to wash their hands regularly especially before and after eating food. Before and after any food preparation or cooking. After any messy play or art activity
- Pupils with pierced ears are not allowed to try on or share other earrings.
- A box of tissues is available at all times
- Pupils are taught and encouraged to clean their own noses and cover their mouths when coughing or sneezing
- Staff and volunteers should be fully aware of hygiene rules relating to bodily fluids such as blood, in particular reference to HIV and spread of infections

Cleaning and Clearing :

- There is a daily cleaning routine for cleaning the setting including the classrooms, the toilets, cloakroom, corridor, kitchen, staff room, bathroom and outdoor area.

- There is a daily, weekly and termly schedule for cleaning resources, equipment and furnishings.

- The toilet area has a high standard of hygiene including hand washing and hand towel facilities and the disposal of nappies.

- Good hygiene practices are implemented, ie, wearing protective clothing- such as aprons and gloves wherever required.

- Any spills of blood, vomit or excrement should be wiped (wearing gloves provided) with antiseptic cleaner, bagged and placed in the clinical waste bin

- Clothes contaminated with bodily fluids ready to be returned to parents are placed in a polythene bag and sealed.

- Spare clothing is available for all pupils – provided by the parents. (laundered spares are kept by the setting also)

- All surfaces cleaned daily with an appropriate antibacterial cleaner. Tables will be cleaned after messy activities involving water or food.

- Toilets to be checked regularly every hour throughout the day by staff and thoroughly cleaned with antibacterial cleaner / bleach at the end of each day.

- Toilets will also be supervised whilst in use by pupils.

- Pupils are encouraged to wipe the toilet seat with a tissue before using the toilet.

Food and Drink:

We will provide our pupils with a healthy balanced nutritious menu for snack and these will be displayed in our setting. the setting complies with the current legislation regarding health and safety [including fire and hygiene regulations].

Staff who prepare and handle food receive appropriate certified Food Hygiene training and understand-and comply with- food safety and hygiene regulations. All food and drink is stored appropriately.

- Adults do not carry hot drinks through teaching areas or place hot drinks within the reach of pupils (the use of sealed flasks is allowed).

- The snack and meal areas are supervised at all times by a dedicated member of staff. Pupils will be within the hearing and sight of the staff member at all times and will hold a full PFA certificate.

- Pupils do not walk about with food and drink.

- Fresh drinking water is available to pupils at all times.

- Pupils do not have access to food/drinks to which they are allergic.
- Food is not prepared by unwell staff.
- Staff will be made aware of any children who cannot eat solid foods or if there is a particular child who requires more supervision when eating due to allergies or other risks.
- Staff wear protective clothing when cooking or serving food
- Prohibits foods that relate to children's allergies, e.g. nuts are not allowed in the setting
- Follows the EU Food Information for Food Consumers Regulations (EU FIC) by identifying the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed
- Follows the Allergies and allergic reactions policy for children who have allergies or have a reaction at the setting
- Ensures risk assessments are undertaken on the storage and preparation of food produce within the setting

In particular each adult will:

- Always wash hands with soap and hot water before and after handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problem.
- Pupils allergies or religious / cultural food restrictions should be noted – in particular reference to food tasting
- Never cough or sneeze over food.
- Fresh fruit and vegetables are thoroughly washed before use
- Keep all foods in the refrigerator. Pupils packed lunches will not be refrigerated. (See packed lunch policy).
- Food/beverages for which the best before date has expired will be disposed of
- Ensure any uneaten food will be sent back to the parents
- Ensure waste is disposed of properly and out of the reach of pupils
- Ensure that a lid is kept on the dustbin at all times and hands washed after using the bin

- Use different cleaning cloths for kitchen, art activities and toilet areas.
- Tea towels washed regularly and stored in a dust free cupboard.
- Cracked or chipped crockery will be discarded.

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Last Reviewed: 04/09/2026

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Signed by Nasim Bobat (Manager) and S Motara (Nominated Person) on behalf of Alamiyah Montessori

Legal Framework

With reference to -

Health and Safety at Work Act 1974

Health and Safety: advice on legal duties and powers, For local authorities, school leaders, school staff and governing bodies, February 2014

HSE: Enforcement Policy Statement October 2015

Managing Asbestos in your School: Education Skills and Funding Agency, February 2017

Using Contractors: A Brief Guide INDG368(rev1), published 06/12

Working at Height: A Brief Guide INDG401(rev2), published 01/14

Public Health England:Guidance on Infection Control in Schools and other Childcare Settings, May 2016