WALTHAMSTOW MONTESSORI SCHOOL

Health and Safety Policy

Walthamstow Montessori School is committed to providing a safe and healthy environment for children, parents/carers and staff. We make children, staff and parents/carers aware of health and safety issues and have procedures for identifying hazards, reporting and dealing with accidents and incidents.

We have a designated member of staff responsible for health and safety at the school. The responsible person is Lorna Mahoney. The health and safety representative will have a full understanding of the appropriate legal framework (Health and Safety at Work 1974). Lorna Mahoney is also responsible for the health and safety of the school. They will:

- Carry out regular risk assessments and review them periodically.
- Provide full health and safety induction to new members of staff.
- Ensure all staff members are trained on relevant health and safety matters e.g. paediatric first aid, fire safety and evacuation, risk assessment.
- Ensure all equipment and appliances are tested and serviced at least annually i.e. PAT tests etc. and records of these services are kept for a period of three years.
- Ensure all equipment and appliances are adequately guarded so children cannot access them.

Equipment and Appliances:
We:

- Check that the schools play equipment and resources conform to the BSEN safety standards or Toys (Safety) Regulation (1995).
- Keep equipment and resources materials clean, in good condition and safe for the children to use.
- Provide furniture that is suitable for both children and adults.
- Store and display resources and equipment where children can independently choose and select them.
- Regularly check all resources and equipment as they are set out at the beginning and put away at the end of each session. Repair and clean or replace any unsafe, worn out, dirty or damaged equipment.

- Keep an inventory of resources and electrical equipment. This record will contain the date on which each item was purchased and the price paid for it (for insurance purposes).
- Provide adequate insurance cover for the setting's resources, equipment and materials.

Safe Environment:

- Opening and closing checks are carried out daily on both the indoor and outdoor areas and in-depth risk assessments carried out every three-six months.
- The rooms are all well maintained, clean and well ventilated.
- All gates and doors are kept securely shut at all times and security alarms are attached to external doors.
- When not in use the sandpits/sand trays are covered, they are spot cleaned daily and deep cleaned regularly.
- Children are appropriately dressed and protected from the weather conditions (i.e, waterproofs in rainy weather or warm clothing in winter). At times of extreme weather conditions, the length of time spent outside will be limited.
- The furniture and equipment are well maintained and suitable for the children's use. There is a regular cleaning routine in place for toys and equipment.
- A non-smoking policy is strictly enforced throughout the school premises and grounds.

Toilets:

- The toilets are cleaned daily and kept in good hygienic condition.
- There is adequate supply of toilet rolls, paper hand towels, hand driers and hand wash solutions.
- There are child friendly instructions and photographs on how to use the hand washing facilities.
- There is a bin with a lid.
- The water temperature is maintained through a mixer to ensure water temperature is safe for children's use.
- There are a range of infant toilet seats to encourage children's confidence in using the toilet.

Food Safety:

- Staff have appropriate and current Food Safety training.
- We do not currently provide food cooked on the premises. Parents/carers will be advised of this and requested to provide healthy packed lunches (please refer to our information on packed lunch ideas.)
- The snacks provided by the school are always the best quality and where possible, organic, consisting of fruits (fresh and dried) fresh vegetables and toasted snacks. We will use reliable and reputable suppliers.
- We will collect allergy information about all children as they start with us and use this information on a daily basis to ensure children are not served with any item they may be allergic to.
- We will continually monitor children's eating behaviour and provide them with healthy eating choices.
- Records are kept of the amount of food a child eats each day to enable us to be aware of children who are regularly not eating as much as they should.

Emergency Evacuation Procedures:

- Clear notices will be displayed in all areas of the school detailing the procedure to be followed in the event of a fire or the need to evacuate the building in an emergency.
- All staff and students receive full instructions on these procedures during their induction.
- Staff, students and children are aware of what to do in the event of a fire or any other emergency when the premises must be evacuated, and regularly practice these procedures during fire drills once each half term.
- All staff and students are made aware that the main priority during these procedures is to ensure that all children and adults are safely out of the building and accounted for.
- Fire alarms and equipment are regularly tested and are maintained via an external contract.

Accident procedures:

- Most staff members have paediatric first aid training and can call on each other's experience for advice and support on any actions to be taken.
- Staff members record all accidents, however slight, on an Accident Report Form. This includes any accidents occurring at home (which the parent/carer informs them about).
- Parent/carers will be told about the accident as soon as possible and asked to sign the Accident Report Form to confirm that they have been informed.

- Any child who has had an accident in school will be monitored carefully.
- Any form of head injury, however slight requires that parents are notified straight away.
- Accident Report Forms will be checked frequently by the Principal to assess whether there are any on-going problems that need to be addressed.
- If the child requires hospital treatment the parents/carers will be called immediately and informed of the situation. A member of staff will accompany the child to the hospital if the parent/carer cannot get to the school in time.
- If appropriate, a RIDDOR report form will be completed and sent to the Health and Safety Executive and OFSTED will be notified.

Insurance:

- The school has adequate and current public liability and employers liability insurance which is relevant and specific to risks to childcare providers i.e. use of epipens, outings, travelling farms, use of bouncy castles etc.
- The Insurance Certificates are always displayed in the building.

Adult:Child Ratio:

- Adequate numbers of adults, meeting the minimum adult/child ratio requirement set out in the EYFS (2025), will supervise the children at all times and in all areas and activities.
- All staff members, students and volunteers undergo a range of checks to ensure that they are suitable to work with young children.
- Any person who has not been cleared as suitable is not allowed unsupervised access to children.

Outdoor Play: We:

- Ensure a daily safety check of the outdoor area is carried out each time it is used. For example, boundaries, gates secure and in good repair, state of repair of resources/equipment.
- Ensure water/wet play areas are made secure.
- Ensure there are no hazardous plants indoors or outdoors. If there are hazardous plants present and we cannot remove them, we will ensure children cannot access them until an appropriate person is able to remove them on behalf of the school.
- Ensure sand trays are kept free from contaminants through regular cleaning and replenishing.
- Encourage children to apply their own sun cream.

- Ensure all children arrive at the beginning of their session with protective clothing for example, hats (wide brim/legionnaires), sunglasses, tops that cover shoulders. We will keep a stock of spare protective clothing stored on-site.
- All staff/volunteers and students will act as positive role models by wearing, wear hats, sunglasses, sun cream etc.
- Ensure the schools' outdoor environment provides shaded areas, making sure that outdoor play is not limited during warm weather.

Offsite Visits and Trips:

- Parents/carers will be asked to sign a consent form when their child starts with us, for each outing or outside activity.
- If a completed parent/carer consent form is not received the child will not be able to attend the trip.
- Staff will complete an outing information form and a risk assessment checklist prior to the outing.
- A full list of adults and children attending any trip will be left in the building, together with information about the trip and the approximate return time.
- A mobile telephone will be taken on all trips.
- Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs).
- At least two adults will accompany the children on off-site trips and at least one must be qualified and at least one member of staff must hold a current 2-day paediatric first aid certificate.
- If staff members experience any problems on the trip they will immediately telephone the school and back up help will be sent, if appropriate.
- Staffing ratios will be appropriate to the age of the children and the relevant legal requirements.
- Staff cars will not to be used for any journeys involving children unless in an emergency and then only with permission in writing from a parent/carer.
- If public transport is going to be used a separate permission slip will be required from parents /carers and a full risk assessment will take place.

Adverse Weather Conditions:

- Parents/carers are asked to provide appropriate clothing such as sun hats for hot weather, waterproof clothing for wet weather, warm coats, gloves, hats for cold weather etc.
- We encourage parents/carers to apply sun cream to their children, as appropriate, in hot weather.

- Time outside is restricted or stopped during adverse weather conditions and if necessary, an individual risk assessment will be completed.
- Children will not be allowed outside if they do not have appropriate clothing for the weather conditions.

Daily Registration:

- On arrival parents/carers must ensure that they hand their child over to a staff member who will immediately mark the child's arrival in the register. Registration time for all children is 9:30am other than for children attending Breakfast Club for whom each child must be signed in with the accompanying time of arrival.
- To ensure the safe collection of children parents/carers are required to give written permission as to any person who is authorised to collect their child. Each child at WMS has a sheet detailing photographs of parents/main carers as well as their signatures and a chosen unique password.
- Staff will not allow children to go with any person who is not authorised to collect them.
- Staff will not allow children to be collected by anyone who is under the age of 18.
- Staff will not allow children to go with anyone who appears incapacitated by alcohol or drugs.
- In the event of an emergency and an authorised person not being available to collect the child, parents /carers must telephone the school and inform staff.
- In the unlikely event of a child not being collected from school the late collection policy and procedures will apply.
- Nursery and Kindergarten children are brought too and dismissed from the main front doors. Lower Prep arrive and depart from the far front doors.

Control the Spread of Infection:

- In order to prevent the spread of infection all staff members follow a high standard of hygiene procedures, these include regular hand washing and the use of disposal gloves and disposable aprons for nappy changing (where applicable) and the use of aprons for the serving of food. Children are encouraged to wash their hands regularly as part of the daily routine.
- The school follows the guidance provided by the Health Protection Unit on exclusion periods for infectious illness.
- In line with this guidance, and in order to prevent the spread of infection, children and staff with diarrhoea and/or vomiting **must not** return to pre-

school until they have been symptom free for a minimum of forty-eight hours.

- Additional precautions are taken when there is a known infection in the school. Parents/carers are informed about any infectious illness in the school and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put in place and additional cleaning is undertaken.

Illness procedures:

- The school follows the Health Protection Agency guidelines on infection control in schools and other childcare settings, and seeks advice from them if necessary.
- The school reports any notifiable illness to the Health Protection Agency and Ofsted within 14 days.
- When a child is unwell and unable to cope with the day, the parents/carers will be contacted and asked to collect the child as soon as possible.
- If staff are concerned the child may be infectious, the child will be cared for in a separate area away from the other children until the parents /carers arrive.
- If a child has a slight temperature but is otherwise well, a staff member will try to reduce the temperature by removing the top layer of clothing and sponging the child with tepid water. If the temperature persists but the child is still other wise well, the staff member will inform the Principal of the situation and will then ring the parent/carer or emergency contact person. They will inform the parent/carer of the child's condition, signs and symptoms and ask them whether they are able to collect the child.
- If the temperature does not go down the Principal will make an assessment of the situation and seek medical advice if necessary.

Procedures for Administration of Medication:

- If a child requires medication during the day parents/carers must complete the **Medication Record Sheet** before the medication can be given. The medication must be clearly labelled.
- Appropriate medical training must be given on correctly dispensing that medication before any treatment can be undertaken.
- It is the parent/carer's responsibility to notify the school if there are any changes to the requirements during the course of medication.
- The staff member receiving the medication will ensure that all other staff members are aware of the location of this medication and which child it relates to.

- The person responsible for giving the medication will check the child's medication record before giving the medication and ensure that the child receives the correct dose at the correct time. This will be witnessed by a second member of staff.
- The person responsible for giving the medication will ensure that the medication record is completed immediately.
- Parents/carers will be asked to sign the medication record sheet on the same day, when collecting their children.

Supporting Children with Medical Needs:

- The school aims to support individual children with long and short-term medical needs to enable them to fully access the service that we offer. In order to do this, we request information from parents/carers about their child's individual medical needs.
- Based on the information, we will complete an individual risk assessment, if appropriate.
- We will ensure that any ongoing or long-term medication for a child is discussed between between the principal and the parent/carer.
- We will facilitate specific training for staff from a qualified health professional, when technical or medical knowledge is required, to meet the needs of individual children.
- We will ensure that the medication is stored and given in accordance with the manufacturer's instructions.
- We will draw up individual care plans, if appropriate, and agree them with the parents/carers.
- We will implement an effective procedure on the administration of medicines.

Staff Training:

- Staff members are given full health and safety induction.
- Staff training is provided on all relevant health and safety matters including emergency evacuation, how to complete risk assessments, paediatric first aid etc.
- Risk assessments are made available to staff in staff meetings, and staff are briefed on how to deal with or minimise the affects of risk identified in relevant risk assessments.

Procedure for Animals on Site:

- Staff will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

- After handling or being in contact with any animal, children and staff will wash their hands.
- Animals, which are kept on the pre-school premises, will have their habitats regularly cleaned to prevent the spread of infection.
- A risk assessment will be carried out on any occasion when animals visit the pre-school.

This policy was adopted on dated: **01.03.2016**

Date Last Reviewed: 14th September 2026

Date to be Reviewed: 14th September 2027