

Victoria Road Montessori Health and Safety policies

1. General health and safety statement

We are committed to ensuring the health, safety and welfare of our employees, other persons on the premises and the children and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with our statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with our procedures and systems on health and safety.

While we will take all reasonable steps to ensure the health and safety of persons on the premises, health and safety at work is also the responsibility of any adults themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to the directress. Alternatively, an employee may, if they prefer, invoke our formal grievance procedure as set out in the contract of employment.

Disciplinary action may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation.

We will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. We will pay particular attention to:

- maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work**
- providing a safe means of access to and egress from the workplace**
- the provision and maintenance of equipment and systems of work that are safe**
- arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances**
- the provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of our employees and other persons.**

We also recognise our duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by our work operations.

Organisation

The directress has overall responsibility for health and safety. She also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

In addition, the directress's deputy has been delegated as a health and safety representative.

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk

We recognise that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. We therefore require that all employees advise the directress if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work

First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel.

All injuries, however small, sustained by a person at work must be reported to the directress and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The directress will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The directress is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

If a fire is discovered, it is the responsibility of any employee present to activate the alarm and follow the procedures laid down in our fire procedure (see Fire and Emergencies below). Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so.

Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

Safety rules

General

- all employees should be aware of and adhere to our rules and procedures on health and safety
- all employees must immediately report any unsafe working practices or conditions to the directress. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- no employee should undertake a job which appears to be unsafe
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- all injuries must be reported to the directress
- all materials must be properly and safely used and when not in use properly and safely secured
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to the directress
- suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access and egress

- walkways and passageways must be kept clear and free from obstructions at all times
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up

immediately

- **trailing cables should not be left in any passageway**
- **where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway**

Tools and equipment

- **machinery, tools and equipment are only to be used by qualified and authorised personnel**
- **it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the directress**
- **all tools must be properly and safely stored when not in use**
- **no tool should be used without the manufacturer's recommended shields, guards or attachments**
- **approved personal protective equipment must be properly used where appropriate**
- **persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety**
- **employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.**

Manual handling

- **lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand**
- **the load to be lifted or moved must be inspected for sharp edges and wet patches**
- **when lifting or moving a load with sharp or splintered edges, gloves must be worn**
- **the route over which the load is to be lifted should be inspected to ensure it is free of obstructions**
- **employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain**
- **when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back**
- **employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.**

2. Fire and emergencies

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

Employees' duties

All employees (teachers and other staff) have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- a [fire risk assessment](#) has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- the [fire safety check list](#) is reviewed once a term
- the fire evacuation procedures will be practiced at least once a term
- training will be provided, as necessary, to any staff given extra fire safety responsibilities
- all new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- all escape routes will be clearly signposted and kept free of obstructions at all times
- all fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the directress
- any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire

APPOINTED TEACHER - MISS CHARLOTTE (or the deputy, in her absence).

When the fire alarm rings, or a fire is discovered, the children should be asked to push their chairs in (leaving their work) and walk to the fire exit at the back of the classroom, where they line up. A word known to all teachers such as EVACUATE should be adopted to cause the minimum amount of panic among the children, and should be repeated until all members of staff have got the message. Children leave the building by that exit and assemble in a safe area away from the front of the building so they don't get in the way of the arriving fire brigade. The children go to their group teacher, who should account for all the children in her group. The appointed teacher takes the register. The appointed teacher, or someone delegated by her, should call the fire brigade but not at the expense of a swift evacuation of the building. If necessary, wait until the building is empty

One teacher should wait to meet the fire brigade to give them any necessary information such as the location of the fire and whether anyone is missing.

Fire drills must be recorded (in the back of the accident book). Include date, number of teachers and children present and the time it took to assemble.

FIRE EXTINGUISHERS:

The one that we will most commonly have to use is the red extinguisher; this is for fires fuelled by combustible items such as paper, books or cardboard. The pin should be released from the head of the extinguisher, the hose should be pointed in the direction of the fire and the hand grips clasped together.

In cases of an electrical fire or one involving electrical items the black extinguisher should be used instead. This is used in the same way as the red one with the exception that you do not hold the horn of the nozzle. During usage be prepared for quite a loud noise.

The blue extinguisher should be used on fires where there is oil involved. This is very messy and will most likely not need to be used.

The cream extinguisher is full of foam and again is used for chemically fuelled fires only, so it should not be necessary to use this extinguisher.

There is a fire blanket in the kitchen to be used on things such as a chip or grill pan fire.

3. First aid

It is our policy to ensure that appropriate first aid arrangements are in place for the children, our staff and any visitors to our premises. This includes having one person on the premises with a valid first aid certificate (other teachers should be encouraged to obtain this qualification) and maintaining an adequate supply of first aid equipment that complies with the Health and Safety (First Aid) Regulations 1981. This should be checked, and if necessary replenished, at the beginning of each term, on the resumption of school after half term and after each use. These arrangements also involve providing enough information to staff to enable first aid assistance to be sought during normal working hours.

The legal position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- number of children, teachers and other persons on the premises
- building layout
- past history of accidents
- proximity to emergency medical services
- first aid cover in times of sickness or annual leave.

Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided
- checking the [first aid check list](#)

Other teachers are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

- the following are general first aid related procedures to be followed by all

staff:

- if you are aware that a child or person has been taken ill, or has had an accident, call Miss Felicity or her deputy for assistance. You should not attempt to give first aid treatment yourself unless you have a valid first aid certificate
- an injured child should be treated immediately, if possible out of sight of the other children.
- protective, surgical gloves must be worn by any teacher dealing with accidents involving blood.
- no teacher should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to Miss Felicity
- if a first aid kit is poorly stocked, this should be reported to Miss Felicity
- if a child comes to school with an obvious injury, it should be recorded in the accident and emergency book and the parent or carer should be asked for details as to how the injury occurred

Dealing with visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, Miss Felicity or her deputy is responsible for ensuring that an entry is made in the accident and emergency book

First aid boxes can be found in the first cupboard in the passage opposite the downstairs lavatories and in Miss Felicity's office