



**LILI'S MONTESSORI  
SCHOOL**

# HEALTH AND SAFETY POLICY

[lilimontessorischool.com](http://lilimontessorischool.com)

## LILI'S MONTESSORI HEALTH AND SAFETY POLICY.

Section	Academic
Name	Child Protection Policy
Classification	Internal and Confidential
Owner	Academic Department
Approval date	4 <sup>th</sup> September 2023
Effective Date	4 <sup>th</sup> September 2023
Next review date	31 <sup>st</sup> July 2025
Contact	Principal

### 1.0 Preamble:

Lili's Montessori School recognizes and accepts its legal responsibilities for Health and Safety within the school. We recognize as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, Learners, and others who may be affected by our activities.

To ensure the above is met the Lili's Montessori school Management Team will so far as is reasonably practicable provide to ensure

that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training, and supervision are provided The premises and grounds are maintained in a safe condition There is safe access and egress to all parts of the school premises.
- Plant and equipment are safe to use
- Safe systems of work are defined, implemented, and managed
- Off-site visits are conducted safely and risks are identified and controlled
- The handling and use of substances and articles are safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school Lili's Montessori School will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Lili's Montessori School in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, Learners, or visitors to the school.

It is the intent of the Principal and Directors of the School to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment, and safe access and egress to the premises. We will ensure that adequate information, instruction, training, and supervision are provided to ensure that staff

This policy statement, along with the arrangements and procedures, has been approved by the school's Board of Directors.

## **2.0 Organisation for Health and Safety**

Lili's Montessori school has responsibilities for protecting the health and safety of staff, Learners, and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, Learners, and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc
- To assist the Principal in producing and implementing an effective Health and Safety Policy including Organisational arrangements and Procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organizational structures are effective and meet the needs of the school.
- To be aware of and comply with safety legislation, codes of practice, and guidance notes and their application to the school.
- To receive through the Principal or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

To establish as a matter of good practice committees that deal with health and safety matters e.g., Site and Premises Committee, Fire Risk Committee, or similar designated committee

- To receive minutes of the committee and to confirm or recommend the appropriate action necessary.

- To encourage and support the work of the trade union-appointed safety representatives in carrying out their role within the school.

**The principal has the following responsibilities:**

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organizational arrangements necessary to make the policy within the school effective
- To be responsible to the Board of Directors for securing the full implementation of the school's Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific, and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the school's Health and Safety Policy and the supporting organizational arrangements and practices.
- To ensure that arrangements are made for informing Directors and staff about the health and safety policy and that they have access to it.
  - To ensure that health and safety responsibilities and duties are properly assigned, accepted, and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Headteacher) to undertake specific duties on health and safety and to act as "safety co-ordinator" between the school, the council, the safety officers, the enforcing authorities, and service providers.
  - To maintain copies of the relevant health and safety publications, codes of practice, guidance notes, and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties. To encourage and support the health and safety training for school staff and Learners.
- To encourage and support the work of any school health and safety committee and its members.
  - To receive minutes of the health and safety committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union-appointed safety representatives in carrying out their role within the school.
  - To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate. • To receive health safety and maintenance reports from the authority's safety officers.

- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a program of work in conjunction with the school Directors to implement health and safety requirements where the responsibility lies with the school by the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored by the scheme of delegation.
- To establish and implement an effective accident reporting procedure within the school.
- To establish and implement an effective first aid procedure within the school.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, coordinate, and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections, and tests by a competent person.
- To agree on safety procedures for special events, which involve the use of temporary lighting, displays plant and equipment, etc. being brought onto the premises.
- **To STOP IMMEDIATELY any work, process, plant, or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, Learners, or visitors to the school and to inform the Safety Officer immediately of any actions taken.**

### 3.1 School Health and Safety Co-ordinator

The Principal may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:

- To assist the Principal in planning, implementing, and assessing the Health and Safety Policy and Organisational arrangements and regularly reviewing the system of risk assessments as required by the relevant regulations.
- To assist the Principal in regularly reviewing the school's Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the school's Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Principal and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice, and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganized working areas.
  - The health and safety aspects of new plant, equipment, and personal protective clothing.
  - To carry out periodic inspections, with departmental managers, of premises and other workplaces, plant, tools, equipment, and work activities, reporting to the principal and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.

- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences, and near misses occurring on the school premises and reporting the findings to the Principal as appropriate.

#### **To regularly monitor**

- The first aid procedure within the school, including the availability of first aid equipment and trained staff.
- The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
- To attend, as appropriate, the committee of the Board of Directors dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the Principal to follow up and progress the actions of reports received from council safety officers, and health and safety executive inspectors.
- To advise Principals or heads of departments to **STOP IMMEDIATELY** any work process, plant, or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, Learners or visitors to the school.

#### **4.1 Class Teachers are responsible to:**

- Exercise effective supervision of their Learners
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident reporting procedures and comply with them.
- Personally follow safe working procedures and ensure Learners follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Head or Site Manager any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

#### **Employees will:**

- Co-operate with the Principal and the school management team, to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Principal hazards and near-miss incidents, which could result in injury
- Report to the Principal all accidents, however minor, from which an injury is sustained or plant or equipment damaged.

- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties by their training, instruction, and School policy.
- Use all machinery, equipment, dangerous substances, and safety devices provided by training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and school policy.

#### **4.5 Learners All Learners will be responsible for:**

- Complying with school rules and procedures and any instructions given in an emergency • Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for safety or fire requirements
- Report to their teacher/Principal anything they believe to be harmful or dangerous

#### **School Managed Projects**

The school will use known or approved Contractors.

The Site Manager/Business Manager will undertake appropriate competency checks before engaging a Contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and work to be undertaken.

The school, Contractor(s), and any Subcontractor (s) involved will agree to the risk assessment and safe systems of work to be used before works commence on site.

**Learner Workstations** Best practice guidelines will be adopted when setting up Learner workstations. Learners use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by students near the computers.
- Students are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

**First Aid Training** The school needs to ensure that it has sufficient resources to administer first aid, teachers are not required to undertake first aid duties however teachers and other staff in charge of Learners are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the Learners at the school in the same way that parents might be expected to act towards

their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency

**Transport to Hospital:** If the first aider or Principal considers it necessary, the injured person will be sent directly to the hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to the hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

**Administration of Medicines** All medication will be administered to Learners as prescribed by the doctor.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian. Where children need to have access to emergency medication, i.e., asthma inhalers, and Adrenaline pens the following has been put in place: All asthma inhalers are kept in the Learner's classrooms marked with their names.

### **Fire Safety Fire Evacuation & Other Emergency Procedures**

The principal is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site manager's office and reviewed on an annual basis.

**Emergency Procedures:** Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point. Fire Fighting

. • Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

**On Hearing the Fire Alarm:** • All staff, Learners, and occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.

• The Site manager, Principal their nominee will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.

• Staff will supervise/affect the evacuation of Learners/visitors to the designated assembly point.

• Staff not with Learners, visitors, and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

### **Offsite Educational Visits Introduction Educational**

visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Directors and teaching staff believe that offsite activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits and to ensure that any risks are managed and kept to a minimum, for the safety and health of all Learners at all times. Within these limits, we seek to make our visits available to all Learners, and



wherever possible to make them accessible to those with disabilities. The visits usually take place during the school day.

### **Aims The aim of our off-site visits is to:**

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our Learners than could be provided on the school site alone.
- Promote the independence of our Learners as learners to enable them to grow and develop in new learning environments.

The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and life skills.

### **How Visits May Be Authorised**

The Principal will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school. The school's Educational Visits Co-ordinator will be involved in the planning and management of off-site visits. S/he will:

#### **Ensure that risk assessments are completed**

- Support the Principal and Board of Directors in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies. Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)
- Appropriate child car seats must be used if a private car is being used regularly and not in an emergency.
- Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice, and procedures published by National Guidance. All offsite activities must take place by the guidance given.
- Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the principal before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

### **Risk Assessment**

**A comprehensive** risk assessment is carried out by the group leader before the proposed visit. It will assess the risks that might be encountered on the visit and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?

- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency? Staff planning an off-site activity should make a preliminary visit to the venue, to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability to the age and any particular needs of the Learners. They will also consider the venue's approach to security and health and safety. Venues providing instructor-led activities will have their risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

## **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport
  - Entrance fees
  - Insurance
  - Provision of any special resources or equipment
  - Costs related to adult helpers
- Any refreshments the school has opted to pay for Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

## **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage. For local visits, parents will sign an annual permission form to cover all short visits within the local community throughout the academic year. For visits that are outside the local community (including residential), parents will be required to provide specific consent for these activities. No Learner may be excluded from an activity because of the unwillingness or inability of the parent to contribute. The timetable for the payment of contributions should allow for the Principal to decide the financial viability of the activity in a reasonable time.

## **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
  - Names, ages, contact details, permission forms, medical records, and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Principal
- Medical questionnaire returns
- First-aid b

**Security Safety of** our Learners, staff, and visitors to the school is of paramount concern to our whole school community.

The Directors and Principal have endeavoured to make the school as safe as possible.

### **Violence and aggression**

The school will not tolerate violent behaviour from parents, visitors, or others who enter the school. The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the school. Prevention: To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g., exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with the senior leadership team if this is the case.
- Always have another member of staff present.

- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

### **Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorized to work at height. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. The school's nominated person responsible for work at height is the site manager. The nominated person shall ensure:

- All work at height is properly planned and organized.
- The use of access equipment is restricted to authorized users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment is selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.
- Learners will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the school's work equipment.

### **Flammable & Hazardous**

Substances Every attempt will be made to avoid or choose the least harmful of, substances. The school's nominated person responsible for substances hazardous to health will be the site manager.

#### **Guidelines:**

Teachers should not keep their small stocks of hazardous substances e.g., cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.

- Chemicals and cleaning chemicals should ideally be stored in their container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach Learners to recognize the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers, etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.

### **Safety at the Swimming Pool:**

All staff should be aware of the Pool Safety Operating Procedures, which must be implemented and in addition, should take note of the following guidance in managing Learners:

1. Goggles should only be worn in exceptional circumstances when chemicals in the water may adversely affect Learner's eyes. Any goggles used must be made of unbreakable plastic or rubber. Learners should be taught to remove them by slipping them off their heads, rather than by stretching the retaining band. Their use should be supervised as misuse or an accidental blow can cause damage to the eye. A note from the parent is required.

### **Learners should wear appropriate swimwear:**

- Boys should wear swimming trunks or standard short swimming shorts designed specifically for swimming.
- Girls should wear a one-piece swimming costume.
- In all cases excessively long and/or baggy fashion items of swimming clothing, which may have a place on holiday, are not acceptable in school swimming lessons where they impede progress and decrease buoyancy. Cultural and religious requirements may require special consideration by both the school and the swimming pool management.

### **Children must not chew during swimming lessons**

1. Children must not chew during swimming lessons. In addition to pool hygiene considerations, there is a real risk of choking.
2. Children who do not feel well, especially those with any stomach upsets should not enter the water.
3. Children who have eaten a large meal should not go into the water immediately after that meal.
4. The wearing of jewellery during swimming and diving activities is hazardous and will not be allowed.

School staff and instructors must be fully aware of any child with any special medical, physical, or psychological condition.

Only children who are fit to participate in the lesson should attend the swimming pool.

5. Learners with epilepsy require careful observation, as shimmering water or flickering light may trigger a seizure. It is good practice to establish a buddy system of observation or, in severe cases, to have a responsible adult in the water.

6. Learners and staff should adhere to any local pool safety regulations.

5. Swimming instructors and schoolteachers should be aware of the relevant sections of the Pool Safety Operating Procedures for the pool.
6. If the fire alarm sounds during a swimming lesson pool staff have responsibility for clearing the pool and buildings. It is the responsibility of school staff to supervise the Learners and check the register once the building. Attention needs to be paid to ensuring Learners do not suffer from cold if kept out of the pool for a prolonged period.
7. School staff are encouraged to raise any concerns with instructors or the duty officer on site. Code of Conduct for Learners Attending Swimming Lessons These rules are designed to keep you and your belongings safe and to ensure high standards of Health, safety, and hygiene at the pool.
8. Make sure you are clean before going swimming.
9. When getting changed leave your clothes in a neat pile, with your towel on top ready to use when you come out of the pool. Only leave shoes on the floor.

10. Always go to the toilet and through the shower always go to the toilet and through the shower before going on to the poolside, to keep the water in the pool as clean as possible.
11. Make sure your hair is tied back if it is long to stop it from getting in the way of the water. 6
12. No jewellery should be taken to the swimming pool.
13. Goggles should only be worn in exceptional circumstances where the effects of water may hurt your eyes. If you are allowed to wear goggles they should be made of unbreakable plastic or rubber. 7. Never run on the poolside as it is slippery and you may fall over.
14. When the whistle is blown in the swimming pool, you should 'stop, look and listen' 9. Always listen carefully to the adults and follow their instructions to stay safe. Do not go into the water unsupervised even if you can swim well.
15. Never leave the poolside without permission.
16. Always make sure there are other friends with you in the toilet, shower, and changing rooms.
17. Never wait around in the public changing area by yourself.
18. Leave all areas of the swimming baths, as you would like to find them.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a 'Gas Safe' registered contractor. Electrical Safety All staff should monitor the condition of plugs, cables, and electrical equipment and conduct a quick visual inspection before use. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorization and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years. A visual inspection of fixed outdoor play equipment will be carried out by the Site manager