

LITTLE SPONGES MONTESSORI

HEALTH AND SAFETY

POLICY STATEMENT

LITTLE SPONGES MONTESSORI acknowledges the provisions of the Health and Safety at Work, Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, parents and carers, staff and others using its premises or participating in its activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Nursery and is part of the good education of its pupils.

Duties of the Employer

In the discharge of its duty the employer will:

- make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the Nursery, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
 - accidents
 - health
 - all activities, including work experience
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- In particular the employer undertakes to provide a safe place for staff to work and for children to be cared-for and developed, including safe means of entry and exit; statutory requirements; codes of practice whether statutory or advisory; welfare facilities.
- Provide guidance whether statutory or advisory; supervision, training and instruction so that all staff and children can perform their school-related activities in a healthy and safe manner.

Risk Assessment

LITTLE SPONGES will ensure that a risk assessment survey of the premises, methods of work and all activities are conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

Emergency Plans

Little Sponges will ensure that an Emergency Plan is prepared to cover all foreseeable major incidents which could put at risk the users of the Nursery. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life

- Prevent injury
- Minimise loss

First Aid

- The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- All staff will undertake First Aid training.
- Supplies of first aid material will be held at various locations throughout the building. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- Adequate and appropriate first aid provision will form part of the arrangements for all external visits.
- A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the school premises or as part of a provision's activities.