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Introduction

We take our responsibilities for health and safety seriously and it is therefore our policy, as far as reasonably practicable, to provide a safe and healthy workplace and environment for all staff, children, parents, students, volunteers and visitors.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

SECTION 1: Responsibilities within CMS

Responsibilities of the Proprietor

The proprietor of Cardiff Montessori School, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, the Proprietor is responsible for:

- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

At school level, duties and responsibilities have been assigned to staff as laid out below.

Responsibilities of the Headteacher

(At this time the head teacher is also the proprietor)

The Headteacher, supported by the senior management team and the administrator, is responsible for the day-to-day management of health & safety.

Specifically, the Headteacher is responsible for:

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Co-operating with the proprietor to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the proprietor any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensuring that when contracts have been awarded, health and safety is included in specifications and contract conditions, taking account of school policy and procedures

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

Responsibilities of the senior management team and administrator (office staff)

The senior management team (SMT) and administrator are responsible for supporting the Headteacher in the day-to-day administration and implementation of the health and safety policy. The SMT and administrator will be referred to throughout this document as "office staff".

Members of the SMT and the school administrator will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Headteacher, they are specifically responsible for:

- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.

- Resolving health, safety and welfare problems when members of staff refer to them, and informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Collating and maintaining records related to health, safety and welfare. This largely involves audit work and is the responsibility of the school administrator.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.

Responsibilities of all Employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately to the school office any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

SECTION TWO: Health and safety arrangement within CMS

This section details the various health and safety arrangements within CMS.

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2.1 Risk Assessments

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by a member of the office staff, following guidance contained in this policy, and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the risk assessment file on the school drive.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the School's activities.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Headteacher and/or the office staff. Such risk assessments will be reviewed on a regular basis by the Headteacher and/or the office staff.

It is the responsibility of employees to inform the Headteacher and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils parents/carers to inform the Headteacher and/or the office staff of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.

2.2 Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by a member of the office staff.

Monitoring inspections of individual classes shall be conducted regularly by lead teachers as part of the internal risk.clean.close system in place. Daily Fire safety inspections are done by the school administrator.

Monitoring inspections shall be recorded on the provided forms and records of monitoring inspections shall be kept on the risk assessment drive.

The office staff are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Headteacher is responsible for conducting an annual inspection and reporting findings to the proprietor, including a report on the performance of health & safety management systems. (At this time the head teacher is also the proprietor)

2.3 Training & Communication

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, food hygiene, first aid, fire safety, prevent training.

- Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.
- Health & safety is a standing item on all staff meeting agendas.
- Training records are held on staff files.
- The Headteacher or the office staff shall ensure refresher training is completed within the prescribed time limits.
- The statutory health & safety poster has been completed and is on display in the staff room.
- Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Headteacher and the deputy head and acted upon if deemed appropriate

2.4 First Aid

(See also A1 Accident and first aid policy)

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

The Headteacher is the designated staff member responsible for first aid. The deputy heads are the designated staff members responsible in the head teacher's absence.

First Aiders

At all times, at least one person caring for the children must have a current first aid qualification in first aid for children. This ratio should never fall below 1:15 and our aim is to have 100% of staff with first aid training.

All staff members must complete paediatric first aid training and renew this every 3 years.

Designated Sick Room

As required by the Education (School Premises) Regulations (1996), the room designated for care of pupils during school hours is located in the end room near the elementary classes. This room contains a first aid kit/running hot and cold water, wash facilities and is in close proximity to toilet and wash facilities.

First Aid Kits


First aid kits location

| Location | Person responsible for weekly check | Kit number | Kit present |
|--------------------------------|-------------------------------------|------------|---------------------------------------|
| Reception | Ella (Admin) | 1 | First aid box and staff first aid box |
| Dining Hall | Ella (BC Supervisor) | 2 | First aid box and Burns kit |
| Toddler Community (red bag) | Zaynab (2-3 TA) | 3 | First aid box |
| Children's House (red bag) | Lilian/Tania (3-6 TA) | 4 | First aid box |
| Lower Elementary (red bag) | Zahra (6-9 TA) | 5 | First aid box |
| Upper Elementary (red bag) | Anda/Humaria (9-12 TA) | 6 | First aid box (travel) |
| Secondary (red bag) | Yusuf (Head of Secondary) | 7 | First Aid box |
| Office | Esmā (Headteacher) | 8 | First aid box |

Please note that spill kits for urine/vomit etc are located in: The utility room

First aid kit contents

First aid kits should contain the following items to be British Standard Compliant (BS 8599-1) based on a Small Workplace

| Kit component | New workplace first aid kit contents | | | New travel & motoring kit contents | Personal issue kit contents |
|------------------------------------|--------------------------------------|--------|-------|------------------------------------|---|
| | Small | Medium | Large | | |
| Conforming bandage | 1 | 2 | 2 | 1X Guidance leaflet | 1X guidance leaflet, 1X contents list, 1X l. sterile dressing, 1X triangular bandage, 10X plasters, 4X alcohol-free wipes, 2X nitrile gloves (pairs), 1X resus shield, 1X foil blanket, 1X clothing cutters |
| Guidance leaflet | 1 | 1 | 1 | 1X Contents list | |
| Contents list | 1 | 1 | 1 | 1X Med. sterile dressing | |
| Medium sterile dressing | 2 | 4 | 6 | 1X Triangular bandage | Critical injury pack contents 1X guidance leaflet, 1X contents list, 2X nitrile gloves (pairs), cutters, 2X large trauma dressing, 2X haemostatic dressing, 1X foil blanket, 1X clothing, 1X tourniquet |
| Large sterile dressing | 2 | 3 | 4 | 10X Plasters | |
| Triangular bandage | 2 | 3 | 4 | 10X Alcohol-free moist wipes |  |
| Eye pad sterile dressing | 2 | 3 | 4 | 2X Nitrile gloves | |
| Plasters | 40 | 60 | 100 | 1X Resuscitation shield | |
| Alcohol-free moist cleansing wipes | 20 | 30 | 40 | 1X Foil blanket | |
| Adhesive tape roll | 1 | 2 | 3 | 2X Burn dressing | |
| Nitrile disposable gloves (pairs) | 6 | 9 | 12 | 1X Clothing cutters | |
| Sterile finger dressing | 2 | 3 | 4 | 1X Adherent dressing | |
| Resuscitation face shield | 1 | 1 | 2 | 1X Medium trauma dressing | |
| Foil blanket | 1 | 2 | 3 | | |
| Burn dressing | 1 | 2 | 2 | | |
| Clothing cutters | 1 | 1 | 1 | | |

First Aid kit locations should be checked weekly on a Friday morning. If any items are missing they should be replaced from the stock which is kept in the medical room in the cupboard. The person for checking the spare first aid cupboard in the medical room is well stocked is *Anthony* on Fridays.

Staff must ensure they complete the order record each time they use an item from stock to replenish a used item. This is kept on the top of the spare first aid box. It is the responsibility of the person using an item to re-stock the first aid kit as soon as practically possible and no later the end of the day.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member. (Send a pupil (only applicable to elementary students) or another member of staff to the school office)
- If necessary, call 999 - ask for an ambulance and answer all questions calmly. If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Administer first aid as appropriate until help arrives.

- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
- If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- The most appropriate member of staff must accompany the child and collect together registration forms, relevant medication sheets and medication. A member of the senior management team must also be informed immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of reassurance. Staff may also require additional support following the accident.
- Inform the headteacher as soon as possible of any serious accidents or injuries.
- Complete an accident form and (in the event of needing to go to hospital) an incident Form and hand it to the school office as soon as possible.

Infectious Diseases

(See also C4 coronavirus policy, I1 Infection control and cleaning policy, S1 sickness and illness policy and F2 Food hygiene policy)

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff (Esma Izzidien) is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carer.
- For COVID-19 the school will continue to follow the up to date guidance from <https://educationhub.blog.gov.uk/2023/10/11/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/>
- Emergency contact numbers will be used if the parent/carer cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school in the morning if their child is unwell and will not be attending school.
- We expect, and inform, parents/carers to state the reasons for absence.

Medication

We promote the good health of children attending our Montessori and take necessary steps to prevent the spread of infection (see infection control policy). If a child requires medicine we will

obtain information about the child's needs for this, and will ensure this information is kept up to date. (Please M1 Medication policy for more details).

When dealing with medication of any kind in the school, strict guidelines will be followed:

- Prescription medicine will only be given to the person named on the bottle for the dosage stated on the label or signed instructions by the dispenser / doctor
- Medicines must be in their original containers
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
 1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
 3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- We will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- The parent must be asked when the child has last been given the medication before coming to our setting; this information will be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication then a note will be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (*these will not usually be administrated*)

- We will not administer any non-prescription medication containing aspirin
- In general, we will not administer non-prescription medication to an unwell child but will ask for the child to be collected. Staff may administer Calpol / liquid paracetamol to a child awaiting collection **if** staff feel comfortable and competent to do so. We will also administer piriton in the case of allergic reactions if necessary. In both these cases staff will ensure permission has already been obtained from the parent / guardian by contacting them and if

unable to contact them checking the relevant emergency care permission form related to being unable to contact them.

- If we feel the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse attendance until the child is seen by a medical practitioner
- If a child is known to need liquid paracetamol or similar medication during their time at CMS, for an ongoing condition, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine
- On registration, parents will be asked to fill out a medication form to consent (or refuse consent) to their child being given a specific type of liquid paracetamol or antihistamine in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. Parents may specify conditions on this form e.g. the circumstances in which this can be given and a signed statement to say that this may be administered in an emergency if we CANNOT contact the parent
- An emergency supply of fever relief (e.g Calpol) and antihistamines (e.g. Piriton) will be stored on site. This will be checked as part of the office first aid box check by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- It is the duty of the person administering medication to always check the instructions and date on the medication before giving it to a child.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to CMS in a condition in which he/she may require medication sometime during the day, the director / lead teacher will decide if the child is fit to be left at the setting. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the CMS, together with the times and dosage given

Anaphylaxis

A list of pupils who may require the use of epipens due to susceptibility to anaphylaxis is to be displayed in the lunch hall, child's class and School office, and kept up-to-date by the administrator.

All staff members are given basic training in anaphylaxis awareness and the use of epipens. Where a child is admitted to a class with a history of anaphylaxis or has an epipen staff will receive further training.

Please see A5- Allergy and allergic reactions policy for more information.

Diabetes

Currently we have no students with diabetes. In the event of a student with diabetes being admitted the individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the School office or classroom during School hours, dependent on the child's/adults individual care plan. If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bag and posted in the staffroom and school office in case of emergency. i.e. hypo situation.

2.5 Accidents

(See also A1 Accidents and first aid policy)

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal effect, remedial actions shall be taken immediately.

The Accident Forms shall be reviewed annually by the school office and any trends identified reported to the Headteacher for action.

Completed Accident Forms are scanned and uploaded onto the school drive. They must be kept for a minimum of 3 years.

Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).

- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

Location of accident files: *[Management Office, Locked Cabinet]*

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report it to their line manager. Serious accidents must be reported to the First Aid Manager: **Esma Izzidien** or their deputy: **Abigail Eynon/Claire Waters**. Staff who have witnessed the accident may also countersign the form and in more serious cases provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
- Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign the first aid report as soon as they collect their child
- Accident forms are checked termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the setting or a particular time of the day when most accidents happen. Completion of the accident audit is the responsibility of **Anthony Thomas**. Any patterns will be investigated by the First Aid Manager: **Esma Izzidien** or their deputy: **Abigail Eynon/Claire Waters**.
- **The Accident File will be kept for at least 21 years and three months**
- Where medical attention is required, a senior member of staff will notify the parent/guardian(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the First Aid Manager: **Esma Izzidien** or their deputy: **Abigail Eynon/Claire Waters** will follow the insurance company procedures, which may involve informing them in writing of the accident.
- The Registered provider will report any accidents of a serious nature to Estyn and the local authority child protection team, where necessary, following the guidance set out in serious accidents, injuries and deaths that registered providers must notify to Estyn and local child protection agencies. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

2.6 Fire Safety

(See also F1- Fire Safety policy for details).

The designated fire warden has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the team. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

Fire drill procedure

On discovering a fire:

- Raise the alarm immediately. Calmly raise the alarm by pressing the call button or calling out.
- Immediately evacuate the building under guidance from the Fire Warden
- Using the nearest accessible exit lead the children out, **assemble on the football pitch in the playground in lines according to classes**. If this area is not safe due to a large fire the fire

warden will direct everyone to assemble across the road at the entrance of Buzz trampoline park.

- Fire doors will close automatically. Non fire doors may have guards on them for safeguarding of young children. *Only if possible*, removes these as leaving to isolate the fire.
- Leave the building by the quickest route.
- The fire department are automatically contacted on activation on the alarm. Dial 999 if the alarm failed to activate or if any doubt and ask for the fire service (not from the inside of the building, unless safe to do so)
- Remain at the assembly point until the fire warden says it is safe to go back in the building.

- ☒ Do not stop to collect personal belongings on evacuating the building
- ☒ Do not attempt to go back in and fight the fire
- ☒ Do not attempt to go back in if any children or adults are not accounted for
- ☒ If the fire is behind a closed door do not open it.
- ☒ Do not fight fire **unless** it blocks your route of escape.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the fire warden of your location and identity of the children and other adults with you.

2.7 Educational Visits (Please also see T2- Trip policy)

The staff of Cardiff Montessori School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice.

Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Seek permission from the Headteacher for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...
- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the Headteacher for approval.

- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the headteacher so as to determine the level of any parental contribution that may be required.
- Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission slip for the parents to complete and return, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils:
 - ❖ Toddler community: At least 1 adult per 3 pupils.
 - ❖ Children's House: At least 1 adult per 8 pupils.
 - ❖ Lower elementary: At least 1 adult per 10 pupils.
 - ❖ Upper elementary: At least 1 adult per 15 pupils.
 - ❖ Secondary: At least 1 adult to 20 pupils. 1:10 for local trips with a sole adult.

NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the administrator, sufficiently in advance of the trip taking place.

All transport shall be organised by the administrator, using a known and approved transport provider.

Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged in the risk assessment drive.

The administrator shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.

- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip and high visibility vests.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip. Risk assessments should be reviewed annually by the lead teacher, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Additionally, for regular programmed trips taking place during school hours, all parents sign a consent form for local trips on entry to the school, although it is best practice to provide parents/carers with a programme of trips to keep them informed of their child's location and activities.

Trips Involving Animal Contact

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" and suitable hygiene control measures established, and briefed to pupils and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a licence, as required by the Adventure Activities Licensing Regulations (2004). This licence shall be checked, and a copy kept on file, in the school office, before the trip takes place.

2.8 Insurance

Cardiff Montessori School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in both buildings and are available for inspection by all interested parties.

2.9 Smoking

Cardiff Montessori School operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

- Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

- At Cardiff Montessori we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.
- No-smoking notices are prominently displayed at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.
- All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.
- Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.
- Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.
- All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

2.10 Security

Cardiff Montessori School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party. All staff are DBS checked. Visitors who are not DBS checked must always be supervised.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System. CCTV is set to record from 5pm to 8am and 24hrs at weekends and holidays. The intruder alarm is monitored by police.
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Having a magnetic door release button on the entrances so students can not open doors easily and younger students can not reach these.
- All staff have fobs coded to them so that access can be checked to see who has entered and left the building.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Far Side Gate - Access code required for staff entry to school
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance if another adult will be collecting their child.
- Ensuring that pupils are handed over personally to the collecting adult.
- Maintaining a list of key-holders, held on the school drive. Emergency Keyholders details are registered with the security monitored alarm in case of emergency.

- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

2.11 Levels of Supervision

Cardiff Montessori School recognises the importance of maintaining suitable levels of supervision for our pupils.

- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school administrator.
- Pupils will be escorted to and supervised in the playground near the car park.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

The minimum staffing ratios outlined below shall always be adhered to.

- Regular outside providers / supply staff can count in these ratios but should never be the sole adult.
- Despite being DBS checked **no outside provider or volunteer should assist children with toileting and personal care.**

Summary:

| Class | Inside school | Outdoor classroom or once in locked playground | Trips (Min 2 staff) | Walking across to main playground |
|----------------|---------------------------|--|----------------------------|---|
| 2-3 | Usual- 1:5 | Usual- 1:5 (min 2 staff present in playground) | 1:3 | Count as trip and risk assess |
| 3-6 | Usual 1:11 Max 1:16 | Usual- 1:11 Max 1:16 (min 2 staff present in playground) | 1:8 | 1:11 Min 2 staff |
| 6-9 | Usual 1:15 Max 1:30 | Usual- 1:15 (min 2 staff present in playground) | 1:10 | 1:15 Min 2 staff |
| 9-12 | Usual 1:15 Max 1:30 | Usual- 1:15 Max 1:30 (min 2 staff present in playground) | 1:15 | 1:15 Min 2 staff Seniors (Y7) can take part in local outings with a ratio of 1:3 if parent permission is granted |
| 12+ CMH | Max 1:40 | Usual 1:20 Max 1:40 | 1:20 | Students can walk alone to the |

| | | | | |
|--|--|--|---|--|
| | | | (local trips 1:10 can be with sole adult) | playground as long as a member of staff is present. However, they must sign out at reception and Anthony will call the class outside to inform them and check ratio. On return they must sign back in. They enter and exit via the 2-3 gate. |
|--|--|--|---|--|

See guidance notes on next page for full details.

General guidance is as follows when indoors:

There is always a member of staff on call to help if needed- please call the office.

There should **whenever possible always be 2 members of staff with children**. When only 1 member of staff is present the children must be inside the school and in an open area i.e. the door must be open / the room must have a window so that other staff are able to view into the room.

-The **2-3 class**, when inside the school, should be staffed as a guide at a ratio of **1 member of staff : 5 students**. There may be times when it is appropriate and safe for a larger number of children to be left with 1 member of staff but **the maximum number of children with one member of staff is 10**. **Periods of more than 1:5 should be brief** for example if the whole class was in a group activity / singing time and the second staff member left the room briefly.

-The **3-6 class**, when inside the school, should be staffed as a guide at a ratio of **1 member of staff : 10 students** There may be times when it is appropriate and safe for a larger number of children to be left with 1 member of staff but the **maximum number of children with one member of staff is 15**. This can be increased to **30 for brief periods if safe** to do so. (For example if the whole class is sat in group circle and the second member of staff needs to briefly leave the room)

-The **Elementary class**, when **inside the school**, should be staffed as a guide at a ratio of **1 member of staff : 15 children**. There may be times when it is appropriate for a larger number of children to be left with 1 member of staff, such as during the work cycle, but the **maximum number of children with one member of staff is 30**.

-The **Secondary class**, when inside the school may be left unsupervised for short periods of time.

General guidance is as follows when in outdoor classrooms:

There should **when possible always be 2 members of staff with children**. When only 1 member of staff is present, the children must be visible to other staff in the school.

-The **2-3 class**, when using the outdoor classrooms, should be staffed as a guide at a ratio of **1 member of staff : 5 students**.

-The **3-6 class**, when using the outdoor classrooms, should be staffed as a guide at a ratio of **1 member of staff : 10 -15 students** (depending on needs of the students and outdoor activity).

-The **elementary class**, when using the outdoor classrooms, should be staffed as a guide at a ratio of **1 member of staff : 15-30 students** (depending on needs of the students and outdoor activity).

-The **Secondary class**, When in the outdoor play ground another member of staff must be present.

General guidance is as follows when going on outings

There should **always be 2 members of staff with children** (Or one adult and one parent chaperone)

-The **2-3 class**, when going on a trip, should be staffed as a guide at a ratio of **1 member of staff : 3 students**.

-The **3-6 class**, when going on a trip, should be staffed as a guide at a ratio of **1 member of staff : 8 students**.

-The **Lower elementary class**, when going on a trip, should be staffed as a guide at a ratio of **1 member of staff : 10 children**.

-The **Upper elementary class**, when going on a trip, should be staffed as a guide at a ratio of **1 member of staff : 15 children**.

The **Secondary class**, when going on a trip, should be staffed as a guide ratio of **1 member of staff : 20 students**.

If a child needs extra supervision than these ratios allow then extra staffing must be deployed. It is the responsibility of the lead teacher to ensure appropriate staffing levels.

2.12 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept on the school drive.

2.13 Workplace Temperature

Cardiff Montessori School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the minimum temperatures shall be at least 18°C in classrooms. *(This may be impacted if CO2 monitors read high and require*

windows to be opened. At CMS we try to balance the need for warmth with the need to ensure reduced risk of transmission from Covid-19/respiratory infections and have purchased HEPA filters to try minimise the time needed for windows and doors to be opened in cold weather)

The school office shall ensure that there are thermometers in every room and that regular checks are made of the room temperature.

2.14 Over-exposure to the Sun

Cardiff Montessori School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sunscreen to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
 - ✓ Pupils wear sun hats when outside.
 - ✓ Pupils are encouraged to drink plenty of water.
 - ✓ Pupils are encouraged to sit in shaded areas when outside.
 - ✓ Pupils are taught about being Sun SMART (Stay in the shade 11am to 3pm. Make sure you never burn. Aim to cover up with a t-shirt, hat and sunglasses. Remember to take extra care with children. Then use factor 15+ sunscreen.)

2.15 Cleaning

Cardiff Montessori School recognises the importance of maintaining clean and hygienic premises. (Please also see I1 Infection control and cleaning policy).

The following health & safety arrangements are in place:

- A cleaning schedule is in place
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in cupboards out of reach of pupils.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

2.16 Personal Hygiene

Cardiff Montessori School recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the playground
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

2.17 Vehicles on Site

- Vehicular access to the school, via the front car park, is for staff, parents and visitors.
- When pupils are dismissed via the front door they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.
- Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.
- A higher ratio than needed for supervision in the playground is applicable when walking children to the play area to ensure adequate supervision around the car park. (See 2.11 of this policy)

2.18 Slips, Trips and Falls

Cardiff Montessori School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring in the kitchen and washroom/toilet areas, corridors, reception and classrooms.
- Playground surfaces are regularly checked for suitability and state of repair.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages. Yellow "wet floor" safety signs to be positioned when necessary.
- Leaves, ice and snow are removed from outside walkways.
- Rug tape is available to secure any rugs in classroom from becoming a trip hazard
- Steps to outdoor classrooms have painted nosing to stand out
- Emergency external lighting exists to all exits

2.19 Working at Height

Cardiff Montessori School recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked annually by the school office to ensure they are safe to use.
- The office staff shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Pupils are not to use stepladders or kick stools.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

3.20 Contractors on Site

- The office staff are responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.
- All contractors are required to report to the school reception, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).
- Contractors will be asked to provide the school office staff with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.
- The office staff shall liaise with the school's proprietors to ensure that all necessary approvals have been received before major building works commence (e.g. planning permission)
- All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.
- All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons.
- The office staff shall monitor areas where contractors work and keep records of all work completed.

3.21 Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone. No staff should access the school outside the hours of 6:30am and 6:30pm weekdays or on weekends without prior permission from the Headteacher.

Where lone working cannot be avoided staff should:

- Obtain permission from the school office and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Headteacher.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

3.22 Manual Handling

Staff are provided with information on safe moving and handling techniques as part of their induction.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the school office, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

3.23 Staff Well Being

Cardiff Montessori School recognises that the mental and physical well being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Headteacher any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Headteacher any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the Headteacher any incidents relating to staff well being such as violence, intimidation, stress or bullying.

3.26 Asbestos

In accordance with the Control of Asbestos Regulations (2006), Cardiff Montessori School ensured an asbestos survey was conducted prior to taking position of the school. No evidence of asbestos was found. A copy of the report is available from the school office.

3.27 Legionella

In order to minimise the risks from legionella, and similar waterborne bacteria, Cardiff Montessori School have made the following arrangements:

- Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
- Conducting monthly water temperature checks.
- Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have take into consideration measures to minimise the risk from legionella.

Review of policy dates:

| Date of review | Reviewed by | Notes |
|-----------------------|--------------------|---|
| 09/2017 | Esma Izzidien | |
| 09/2018 | Esma Izzidien | |
| 09/2019 | Esma Izzidien | |
| 02/2020 | Esma Izzidien | |
| 01/2021 | Esma Izzidien | |
| 01/2022 | Esma Izzidien | |
| 09/2022 | Esma Izzidien | Updated in view of staff changes and ratios for upper elementary given increased age range of class |
| 09/2023 | Esma Izzidien | Update in view of staff changes. Update Covid-19 response. Ratio changes to include Secondary |
| April 2026 | Anthony Thomas | Updated First aid box numbers and persons responsible for checking them |