

KIA MENA MONTESSORI PRE-SCHOOL

**The Pavilion, Beckenham Sports Club, Foxgrove Road,
Beckenham, Kent BR3 5AS**

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Health and Safety Policy

At Kia Mena we believe that the health and safety of the children is of paramount importance. We make our setting a safe, clean and healthy place for children, parents, staff and volunteers. We aim to make children, parents and staff aware of health and safety issues to minimize hazards and risks and enable the children to thrive in a healthy and safe environment.

We meet all statutory requirements for Health and Safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare requirements.

We have public liability insurance cover. An up-to-date certificate for this is always displayed next to the photocopier. The member of staff in charge of health and safety is MISS CHLOE ENGLEFIELD.

Children's Safety

The children are supervised by adults at all times. We ensure that each member of staff, student and volunteer has an enhanced disclosure from the Disclosure and Barring Service (DBS formally CRB).

Children are made aware of health and safety issues through discussions, planned activities and routines.

Risk Assessment

Our risk assessment is detailed separately, and risk checks are carried out daily, weekly and termly to ensure the safety of children, staff, parents and visitors. Legislation requires all those individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices.

Security

We aim to ensure that unauthorised access to the premises is prevented and that children are unable to leave the premises unnoticed. A system is in place to ensure that all visitors to the pre-school are signed in and out.

We ensure that the gate is bolted at all times and that all external doors are locked. The door to the office also remains closed at all times when unattended. The kitchen door and gate remain closed at all times.

Windows and Glass

All glass windows in the pre-school are either safety glass (BS 6202) or covered with protective film or otherwise made safe.

Kitchen

Children are not allowed in the kitchen and so all hazardous materials are inaccessible to them. All kitchen surfaces are kept clean.

Staff may only consume hot food and drinks in the kitchen/stock room and office.

Hygiene

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the setting which includes the main areas, toilets and nappy changing areas. We regularly clean equipment, dressing up clothes and furnishings.

We implement good hygiene practices by:

- Ensuring staff and children wash their hands on entering the pre-school and before consuming food

- Cleaning tables between activities

- Checking toilets regularly

- Wearing protective clothing such as aprons and disposable gloves when appropriate

- Providing sets of clean clothes

- Providing tissues and wipes

Electrical/Gas Equipment

We ensure that:

- All electrical/gas equipment conforms to safety requirements and is checked regularly.

- Fires, heater, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

- The temperature of hot water is controlled to prevent scalds.

- Lighting, heating and ventilation is adequate in all areas including storage areas.

Fire Safety

Fire exits are clearly marked, never obstructed and easily opened from inside.

Smoke detectors and fire extinguishers are fitted in appropriate high risk areas and are checked as specified by the manufacturer.

Emergency evacuation procedures are clearly displayed in the premises and explained to new members of staff and volunteers.

Fire drills are carried out regularly and records of these are kept.

First Aid

At least one qualified first aider is on duty at all times. We aim to ensure that every member of staff is first aid trained.

Our first aid kit is checked regularly to ensure it is complete and up-to-date. In the event of first aid being given, an accident form is filled in on My Montessori Child.

Accident and Incident Record

All accidents and incidents are recorded on a child's individual record on My Montessori Child. Details recorded include:

- The full name of the child or adult
- The date, time and place of the accident or incident
- The circumstances of the accident or incident
- A brief description of the injury
- The name of the person who dealt with the incident
- First aid treatment given
- Whether any further medical aid was sought, is so what and from whom

The record is then shown to the parent and signed by them.

In the event of a serious accident, statements will be obtained from witnesses and the relevant authorities informed such as RIDDOR and OFSTED.

We review our accident and incident records monthly and update our policies and procedures where necessary.

Activities

- The layout of play equipment allows all adults and children to move safely and freely between activities.
- All materials including paint and glue are non-toxic.
- Sand is clean and suitable for children's play.
- Children are taught to handle equipment and tools safely.
- We will check children who are sleeping at regular intervals of at least every ten minutes.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

Smoking, Alcohol and Other Substances

Smoking, vaping or the use of electronic cigarettes is not allowed either in the pre-school building or in the outside play area. Staff may only smoke during their break and lunch time away from the pre-school building and out of sight from the children.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.

Safety of Adults

Adults are provided with guidance about the safe storage, movement and lifting of equipment. When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.

This policy will be updated annually
Next update due: OCTOBER 2026