

GENERAL HEALTH & SAFETY



Bobtails Montessori Nursery is committed to maintaining a safe, secure and welcoming environment for both children and adults who may be on the premises as pupils, parents, staff, students or visitors.

The Principal or Nursery Supervisor and his/her assistant are responsible on behalf of Bobtails for ensuring that the premises are inspected and secured on a daily basis. Any hazards will be reported to the person in charge on that day. Risk assessments will be made on a regular basis in order to identify potential hazards and put in place systems to control them.

The policy will be reviewed and maintained on a regular basis by the Principals and they will ensure that adequate and relevant pre-school insurance cover is in operation at all times.

All members of staff will be encouraged to obtain vaccinations against Influenza at appropriate intervals.

Regular emergency evacuation and fire drills will be operated. The relevant authority will check fire extinguishers annually. Fire exits will be clearly signed and kept clear of obstructions at all times.

If the school landline is down the nearest public telephone box is on Adversane Green on the other side of the A29.

Parents will be requested to take great care when arriving and departing, as there is some danger from fast moving traffic. We will issue reminders about Road Safety and other Health and Safety issues. Children will be given guidance in Road Safety and other aspects of Health and Safety.

Additional documentation sets out specific measures for the Health and Safety of children on the school premises and in the garden area.

For further information, please reference School Policies and Procedures for:

- Safeguarding Children
- Child Protection
- Behaviour Management
- Health & Infectious Diseases
- Emergency Administration of Medicines
- Accident (First Aid)
- Emergency Evacuation and Fire Drill
- Outings and Special Events Policy

All accidents will be recorded and reported to the nursery supervisor in charge. The Principal should be informed and will investigate the incident if necessary. The Principal will be responsible for putting in place suitable measures to reduce the risk of any recurrences of incidents.

Any member of staff who has a current First Aid Qualification will administer First Aid.



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In the event of a serious incident the nursery supervisor is responsible for reporting the accident to the Principal who will pass this on to the relevant authorities.

In the event that the nursery supervisor is in some way incapacitated the nursery assistant will take over all responsibilities.

All staff will be made aware of the school policies and be expected to comply with them. Instruction will be given to all new staff as part of the induction and familiarisation process.

Visitors will be made aware of evacuation procedures and assembly points.

Bobtails would like to emphasise that we expect the full co-operation of all employees, parents, students, visitors and children to ensure the success of school policies.

