



Children of the World Montessori School

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Health and Safety Policy

Policy Statement

Children of the World Montessori School believes that the health and safety of children is of paramount importance. We aim to provide a safe and healthy environment for children, parents/carers, staff, volunteers and visitors and to minimise hazards and risks.

Our health and safety arrangements have regard to the Health and Safety at Work etc. Act 1974, the current Early Years Foundation Stage statutory framework and other relevant health and safety requirements.

Responsibilities

Alexis Hall and Cheryl Clay have overall responsibility for health and safety at COTW. All staff share responsibility for maintaining a safe environment, following agreed procedures, identifying hazards and reporting concerns promptly.

Risk Assessment

Risk assessment is an ongoing part of our practice. Staff check the indoor and outdoor environment, equipment and activities for hazards and take appropriate action to remove or reduce risks. Daily checks are carried out before children use the environment and additional assessments are completed where an activity, outing or circumstance requires them.

Premises, Equipment and Security

- Systems are in place for the safe arrival and departure of children and to prevent unauthorised access or children leaving unnoticed.
- Children are appropriately supervised at all times and staff deployment meets EYFS requirements.
- Visitors and volunteers are managed and supervised appropriately and attendance records are maintained.
- Floors, doors, windows, furniture, equipment and outdoor areas are regularly checked and hazards are addressed promptly.
- Electrical, gas and other equipment is maintained and checked as appropriate. Hot water, heating, lighting and ventilation are managed to reduce risk.
- Cleaning products and other potentially hazardous substances are stored securely and out of children's reach.
- Resources and equipment are stored safely to prevent falling, collapse or unsafe access.

Hygiene and Infection Prevention

We maintain appropriate standards of cleanliness and hygiene throughout the setting. Children are supported to develop good personal hygiene routines, including handwashing. Toilets, nappy-changing arrangements, classrooms, food areas, equipment and frequently used resources are cleaned appropriately.

Staff follow the setting's procedures for illness and infection prevention and use personal protective equipment, such as disposable gloves, where appropriate. COTW is a smoke-free setting.

Food, Drink and Choking Safety

Food and drink are stored, prepared and served safely. Staff involved in preparing or handling food are aware of children's dietary requirements, allergies and food safety procedures.

Children are appropriately seated and supervised while eating. In accordance with EYFS requirements, children are within sight and hearing of a member of staff while eating. Food is prepared and presented in a way that takes account of children's ages, individual needs, allergies and choking risks. Fresh drinking water is available throughout the day.

Hot drinks used by adults are kept in suitable covered containers and away from children.

Outdoor Play and Activities

Outdoor areas are checked before use and children are appropriately supervised. Equipment is checked for safety and suitability. Parents/carers are asked to provide suitable clothing for the weather and activities.

Cooking, physical play and other activities involving additional risk are appropriately supervised and planned with children's ages and abilities in mind.

First Aid, Accidents and Medicines

First aid provision, accident recording, emergency procedures and notifications are covered by the First Aid Policy. Medicines are administered in accordance with the Administration of Medicines Policy. Serious incidents are reported to Ofsted, RIDDOR and/or other relevant bodies where the applicable statutory reporting criteria are met.

Fire and Emergencies

Fire safety arrangements, evacuation procedures and fire drills are covered by the setting's Fire Safety Policy. Staff are familiar with emergency procedures and know how to respond if evacuation or emergency assistance is required.

Outings

Outings are planned and risk assessed appropriately. Staffing levels and supervision arrangements are determined according to the children involved, the nature of the outing, the destination and identified risks, while meeting EYFS requirements. Appropriate emergency contact information, first aid provision and a means of communication are taken on outings.

Missing Child

Any concern that a child is missing is treated as an emergency and the setting's Missing Child Policy is followed immediately.

Safety and Wellbeing of Staff

Staff receive appropriate information and guidance on safe working practices, including manual handling, safe use and storage of equipment and hazardous substances. Staff accidents are recorded and acted upon where necessary. Health and safety matters form part of staff induction and are revisited through training, supervision or staff meetings as appropriate.

Records and Monitoring

COTW maintains records required for the safe operation of the setting, including attendance, authorised collection arrangements, emergency contacts, allergies and medical information, accidents and incidents, and relevant risk assessments.

Health and safety arrangements are reviewed regularly and whenever there is a significant change, incident or identified concern.

Reviewed and updated: September 2026

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