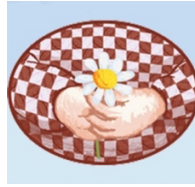


Stone Bay Montessori and Beach School



Procedures for Minimizing Risk

It is essential that teachers assess for risk on an on-going basis throughout the day. If something is considered a hazard or dangerous to anyone - child, adult, or visitor - action should be taken immediately and not left for later reporting.

When setting up the Montessori environment each morning, it is essential to check for potential hazards, both for children and other users. Health and Safety Risk Assessment should be an integral part of this process for us all. Here, therefore, are a few reminders of basic checks which should be made on a daily basis.

- The usual checks should be made before the children arrive so that each area has been safely set up and that there is no danger from, for example, stacked materials of chairs or polishes left within children's reach.
- Inspect for cleanliness in the toilets and kitchen at the beginning and end of each morning. Ensure that cleaning cupboard in kitchen is locked. Make sure sharp knives and kettle leads etc. are well out of reach. This is the responsibility of those setting up in the morning and tidying up at the end of the session.
- Remember to keep the kitchen door closed.
- Check the garden for hazards such as stones, broken glass or equipment, animal droppings, gate lock. This should be done first and last thing. Care must be taken to supervise closely when the water trough and sandpit are in use. *When the doors to the garden are open there should always be a teacher present. If there are too many children in the garden for one person to supervise safely, help should be requested.*
- The register should be taken each morning on the children's arrival. Latecomers should be checked in too, no matter how late they arrive and the *time of arrival recorded.*
- Ensure that the outside door is fully closed when parents have left and the lock is on.
- At collection time, a member of staff should supervise the exit to the passage; ensuring children do not leave without the appropriate adult.

- *The children must be a priority at tidying away times and tidying must stop if support is needed after the bell has rung.*
- When tidying away at the end of the session, do not take unnecessary risks with your back. Ask for help!

In addition to this daily procedure, it is important to bear in mind some essential long-term safety information:

- When pinning work on the walls, please use a step ladder.
- The path to school and fire exits should always be kept clear, the former especially during the winter.
- *No strangers should be admitted onto the premises - leave them outside and advise Emma Cuttill or Laura Chiswell.*
- All visitors to the school must be requested to sign the Visitor's Book (located next to the Collection Book).
- Ensure you familiarise yourself with allergy details, information can be found in the on each child's Record Card. Individual Allergy Plans are kept with the children's medication in the kitchen above the First Aid Cabinet.
- When dealing with cuts, bumps and bruises, use only sterilised pads (or similar) soaked in water. Sterilised water is available in the First Aid Cabinet for sand in eyes, etc. Write down all accidents on the My Montessori Child system and ask parents to sign at the end of the morning. A head injury will require an addition form, the NHS Head Injury Advice Sheet, which will be given to the person who collects them. *Emma Cuttill should be informed of all accidents.*
- Make sure you know where fire extinguishers are located (and know how to use them).
- Make sure you know where all keys are kept.
- Each member of staff should periodically examine both the Incident Book and the Health and Safety Risk Assessment Book in order to familiarise themselves with 'identified risks' and to spot potential hazards. Policy documents concerning various risks (for example, what happens if a child either goes missing or is not picked up at the end of the morning) are kept in the school Policy Box.

Risk Assessment in the Outdoor Environment

When assessing the risks involved in using the School garden area, certain criteria were paramount.

These are:

- The area should be a safe as possible for the children to enjoy as independently as possible.
- The garden should provide stimuli during all seasons and in most weather conditions, providing plentiful learning opportunities.
- The children should enjoy the same level of supervision as indoors.

As a result, steps were firstly taken to ensure that the boundaries and gate were as secure as possible, with adequate locks and sound fencing. No obstacle is placed near these boundaries so that exit routes remain clear and so that nothing can be used as an 'unofficial' climbing frame. The sound fencing also ensures that strangers are kept out.

The boundaries and locks should be assessed regularly to ensure that they continue to provide a safe environment in which to play.

The courtyard should be reviewed regularly to ensure a good state of repair. Animal droppings, stones or broken equipment should be removed.

The children enjoy a variety of garden play equipment: alongside old favourites such as a mud kitchen, sand-pit, water trough and obstacle course, they can also play on hoppers and hopscotch mats: sit at the table for some time out, shoot basket-ball; balance on narrow walkways, play throwing games, water the plants, which in some cases they have grown from seed; and a host of other activities which are rotated on a daily basis.

Time should be taken at the beginning and end of each morning to check that all toys and games to be used are in a good state of repair.

Both the sandpit and the water trough have sturdy covers and these are placed over the equipment at the end of each session. Both are cleaned on a regular basis.

The covers must be replaced at the end of the morning and all water emptied promptly after use.

Care has been taken to avoid the planting of any poisonous plants in the School garden and around the School building. It is part of the daily Grace and Courtesy exercises, however, to remind the children that flowers should not be picked and certainly not to put anything in their mouth. When plants are grown to be harvested with the children, this is only done under the supervision of a teacher. Planting, observing and recording the changes in plants and trees form part of the children's learning about the seasons and is positively encouraged.

Reminders about the dangers of eating plants in the garden must be given regularly. Hands should be washed after sowing seeds or planting seedlings.

Whilst the children are encouraged to play and socialise as independently as possible, it is important to have adequate staff supervision, covering both ends of the garden and providing mutual assistance in the case of an accident or emergency.

The garden must be supervised by an adult at all times. If there are too many children (a ratio of 1:8) in the garden for one person to supervise safely, help should be immediately requested.

Ground rules that apply indoors are maintained outdoors.

The children are encouraged to think about how to keep themselves safe while enjoying garden play, e.g. checking to see that they don't bump into anyone when navigating the garden on the space hoppers etc. Ground rules are regularly discussed and enforced, e.g. sharing, taking turns, using the equipment appropriately and replacing equipment on completion of an activity, wearing sun hats on hot days etc. Running is allowed outdoors, but care and thought of others is actively encouraged.

Any child having difficulty in adhering to the ground rules and who could possibly be a danger to themselves or the other children, will be excluded from garden play for a period. When they have calmed down, a discussion will be held about how to play safely without harming themselves or others.