



**The Maria Montessori Training Organisation
trading as
The Maria Montessori Institute**

Health and Safety Policy

Policy Statement

MMI places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its children, students, employees, visitors and the general public.

To this end, MMI will endeavour to create and develop an environment in which there is an awareness of the vital importance of health and safety and which encourages everyone attending the Institute in any capacity to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Responsibility for Health and Safety

The Executive Director is responsible for health and safety at work in MMI and can delegate these responsibilities to the Head of Training and Head of School. The H & S Coordinator will ensure so far as is reasonably practicable, that MMI's policy on health and safety at work is effectively implemented.

The H & S Coordinator's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. They will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

- MMI staff are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes and undertake requisite training to ensure the health and safety of employees, children and students



First Aid and Accident Reporting

First Aid

Many members of the staff are qualified in First Aid. Should you require help please notify the nearest staff member. There is a First Aid kit located on each floor; in the student kitchen on the lower ground floor and in the office on the ground floor. Staff members holding valid first aid certificates will deal with accidents. As per government regulations all plasters/ bandages in the First Aid Kit are non-medicated. A register is kept with the kit to record details of accidents and medical supplies used and replaced.

We are forbidden, by law, to administer painkillers (i.e., aspirin or paracetamol). Thus, no medication may be dispensed /administered by a member of staff. If you are on medication or have any illnesses or allergies, you must ensure that you have informed the Head of Training at the beginning of each term. In cases where you have an illness that requires the use of a medical procedure, you must state this in writing and provide written permission for staff to follow that procedure in case of any emergency

You may carry your own personal medication, if necessary. This must be kept safe in your locker and may not be dispensed to fellow students. You should be aware that you take any medication on your own responsibility. There is a pharmacy situated close to the Institute.

University College London Hospital is the nearest hospital. If a student requires emergency treatment, she/he will be escorted to the hospital by a member of staff and their emergency contact person will be notified.

Accident Reporting

- All accidents must be reported to the Training Centre Manager (near misses, potential hazards and any damage must be reported immediately).
- All accidents (near misses, potential hazards and damage) will be investigated by the H & S Coordinator and reported to the H & S Committee which is responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.
- The H & S Coordinator will notify the appropriate authorities when necessary.



Emergency Procedures

Discovering a Fire or Other Emergency

- **THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF STUDENTS AND STAFF**
- If you see signs of a fire or other emergency which could place students or staff in danger, **SOUND THE ALARM.**
- **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself at risk even with the smallest fire. (or other emergency). **Never** attempt to move burning objects
- Ensure that the appropriate emergency services are summoned. **DIAL 999** and state clearly the address where the fire is.

Evacuation Procedures

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
- **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM.**
- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

If You Are Cut Off by a Fire

- Close the door, using clothing etc to block any gaps.



- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point and report to the fire warden.
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the 'all clear' has been given and until instructed by your fire warden.
- Never assume the evacuation is a drill.

Fire Wardens

The fire warden for the Training Centre will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible report anything unusual before evacuating.



Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all students.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire. Fire evacuation plans should be located next to the fire extinguishers.
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be **NO SMOKING** on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Report all accidents, near misses, potential hazards and damage immediately.
- Do not interfere with or misuse anything provided for the health and safety of students and employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.



- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise

Risk Assessment

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant legislation, guidance and codes of practice. Specialist advice will be obtained as required and the risk assessment will be reviewed periodically and at any other time as required by legislation. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary to comply with legislation.