

The Learning Tree Montessori Education Centre



Reviewed October 2025

HEALTH AND SAFETY POLICY

Applies to:

- The whole tuition centre

General Statement of Health and Safety Policy

The aim of the Proprietors is to provide a safe and healthy working and learning environment for staff, children and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of The Learning Tree and is part of the education of the children who attend The Learning Tree.

The Proprietors note the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Proprietors accept that there is a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietors cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and children must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on The Learning Tree premises, or while taking part in Learning Tree sponsored activities.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities in educational settings. As the Proprietors are responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Proprietors. However, in some circumstances, for example where an employee failed to take notice of the Health and Safety Officer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

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The Learning Tree Montessori Education Centre



Reviewed October 2025

The Proprietors will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and children.

- **Specific Responsibilities**

The overall and ultimate responsibility for Health and Safety within The Learning Tree rests with the Proprietors.

1. Responsibilities of the Proprietors

As well as having the general responsibilities/duties of all members of staff, the Proprietors have responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, children, visitors and any other person using the premises or engaged in activities sponsored by The Learning Tree. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Proprietors will, so far as is reasonably practicable:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- be aware of and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of The Learning Tree;
- ensure that statutory health and safety notices are displayed in appropriate locations within the establishment;
- appoint a Health and Safety Lead to undertake the responsibilities set out below;
- ensure that adequate provision is made for employee consultation on matters regarding health and safety;
- ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy;
- ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- ensure that adequate instruction and supervision are provided for children as required;

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- ensure that sufficient first aid cover and facilities are provided;
- collate accident information and, when necessary, carry out accident and incident investigations;
- ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- encourage staff, children and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- monitor the standard of health and safety throughout The Learning Tree, including all tuition based activities by ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly; and
- carrying out periodic audit and review of the safety management systems that are in place.

2. Responsibilities of the Health and Safety Lead

The Health and Safety Lead will, so far as is reasonably practicable:

- implement this policy with regard to herself and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures, identified in a suitable health and safety action plan;
- ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures;
- ensure, at all times, the health, safety and welfare of staff, children and others via the provision of safe working conditions, systems of work, practices and procedures;
- ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used;
- ensure that all substances provided within The Learning Tree are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment;
- ensure that appropriate protective clothing and equipment is provided and used whenever necessary; and
- identify the training needs of staff and children and make recommendations to the Proprietors on resource implications of meeting such needs.

3. Responsibilities/Duties of All Staff

The Health and Safety at Work Act 1974 states:

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The Learning Tree Montessori Education Centre



Reviewed October 2025

‘It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of herself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of The Learning Tree and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietors;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in health and safety training as required;
- inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own health and safety and that of any other persons (staff, children, visitors, etc.) who may be affected by their acts or omissions at work;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;

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The Learning Tree

Montessori Education Centre



Reviewed October 2025

- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures at The Learning Tree to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of children, as they have a duty to under common law.

Employees should follow any health and safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Proprietors will work with the employer to ensure that the procedures at The Learning Tree are proportionate, effective and appropriate.

4. Risk Assessment

- Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Proprietors will ensure that regular written risk assessments are undertaken of premises, methods of work and all Learning Tree sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Proprietors who will prioritise issues and assign resources to undertake remedial/control measures where required.

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The Learning Tree

Montessori Education Centre



Reviewed October 2025

5. The Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Tutors take every opportunity to educate children in this regard. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children as they arise. We also show them how to move and play safely at playtime, if necessary. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

The Learning Tree promotes the spiritual growth and welfare of the children through group discussions. Each group has the opportunity to discuss problems or issues of concern with their tutor. Tutors use circle time/Peace Circle to help children discuss and overcome any fears and worries that they may have. Tutors handle these concerns with sensitivity.

6. Child protection

If any tutor suspects that a child may be the victim of abuse, they should immediately inform the Proprietors about their concerns. Sarah Baker is the Designated Safeguarding Lead (DSL) for all children.

We require all adults and volunteers working at The Learning Tree to comply with the Safer Recruitment Procedures in order to ensure that there is no evidence of offences involving children or abuse.

7. Security

While it is difficult to make the site totally secure, we will do all we can to ensure The Learning Tree is a safe environment for all who work or learn here. We require all adult visitors who arrive in normal tuition centre hours to sign the visitors' book. If any adult working at The Learning Tree has suspicions that a person may be trespassing on the site, they must inform the Proprietors immediately. The Proprietors will direct any intruder that they must leave the site straight away. If this does not occur, the police will be contacted immediately.

8. Medication

If a child requires medication whilst in the care of The Learning Tree, the parent should notify The Learning Tree and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the policy as stated by the Proprietors.

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The Learning Tree

Montessori Education Centre



Reviewed October 2025

9. Safety of Children

It is the responsibility of the tutors and any support staff, including volunteers, to ensure that all curriculum activities are safe.

If any staff member does have any concerns about child safety, they should draw them to the attention of the Proprietors before the activity takes place. Other than in exceptional circumstances, we do not take any child off the site for Learning Tree sponsored activities without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned.

There will always be at least a member of staff present at all times who is trained in first aid. Designated members of staff have completed First Aid at Work Training.

A Fire Officer has been appointed and is named in the Fire Safety Policy. We comply with the national and local fire regulations including regular fire drills, planned and unplanned, which are logged.

One of the Proprietors is the Designated Safeguarding Lead. The other Proprietor is the Designated Deputy. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, a member staff will telephone for emergency assistance. We log all incidents involving injury at The Learning Tree, and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. It is important that parents ensure they provide us with up-to-date contact details.

10. Non-Smoking

The Learning Tree, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the Learning Tree site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at The Learning Tree, we would consider this a serious breach of the terms of employment. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

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The Learning Tree Montessori Education Centre



Reviewed October 2025

11. ACCIDENTS

• Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Proprietors. All staff, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment at The Learning Tree and for the reporting of any faults or hazards to the Proprietors.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

Beware of wet floors;

- ▶ Windows;
- ▶ Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- ▶ Doors and drawers should be closed when not in use;
- ▶ Equipment should be stored in a safe manner in cupboards;
- ▶ Filing cabinets should not be overloaded
- ▶ Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- ▶ Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- ▶ Correct methods must be employed when lifting or moving heavy objects;
- ▶ Working areas must be kept tidy and clear of obstruction;
- ▶ Fire doors must not be wedged open.

This list is not exhaustive!

In the event of an accident, staff, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent

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The Learning Tree Montessori Education Centre



Reviewed October 2025

investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Proprietors.

12. Accident Record Books

All accidents resulting in personal injury must be recorded in the relevant accident book. Records must indicate the date, time, place of the accident, as well as who was involved, the nature of the injury, who treated the injury and how (be specific). Parents must be notified of any injury to the head by phone call immediately and on the same day in writing.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Your Responsibilities Under RIDDOR

Certain work-related incidents are to be reported to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0345 300 9923 and can advise us if we do need to report specific incidents. Reports can be made on line at: <http://www.hse.gov.uk/riddor/online.htm>

The incidents to be reported, whether to a member of the public, including a parent or child, or a staff member on your premises are:

A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;

- ▶ A reportable disease;
- ▶ A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- ▶ An injury resulting in hospital admission.

13. First Aid Boxes

It is the responsibility of the Proprietors, to ensure directly that the first aid box is properly stocked and taken in the first aid rucksack for outings.

Contents

For up-to-date details on the content of a First Aid Box contact the British Red Cross on 0845 60 61 112 / 0870 170 91 10 or St John Ambulance on 01392 20 15 63.

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The Learning Tree Montessori Education Centre



Reviewed October 2025

14. CLEANLINESS OF PREMISES

The Learning Tree recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- ▶ Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- ▶ Providing enough funding to achieve and maintain a good standard of cleanliness;
- ▶ Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- ▶ Promoting good housekeeping practices amongst employees and other users of the premises.

All staff, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- ▶ Observing good personal and environmental hygiene practices;
- ▶ Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- ▶ Tidying up and putting away equipment and materials after use, including loading the dishwasher with or washing up their own cutlery and crockery in the staff kitchen;
- ▶ Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- ▶ Reporting any shortfalls in standards to the appropriate person.

15. COSHH (The Control of Substances Hazardous to Health Regulations)

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Proprietors of all hazardous or potentially hazardous substances that are used at The Learning Tree. A copy of this list will be kept in the Health & Safety check list file. In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Proprietors are to be informed of any hazardous substances which are proposed to be brought onto the premises for used by staff, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- ▶ all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;

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The Learning Tree

Montessori Education Centre



Reviewed October 2025

- ▶ all hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- ▶ always read the label before use and follow the manufacturer's instructions;
- ▶ avoid inhalation, ingestion and skin contact of all chemical substances;
- ▶ always wear the appropriate protective clothing eg gloves etc;

products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;

- ▶ Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.
- ▶ In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

16. DRIVING SAFETY

If a person uses their own vehicle for transporting children and/or staff members, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

- **Principles of Safe Driving**

- ▶ All drivers must hold a current and relevant licence;
- ▶ All drivers must read and observe the Highway Code;
- ▶ Speed limits must be observed;
- ▶ Seat belts must be worn at all times and appropriate booster seats must be used when transporting young children;
- ▶ The authorised number of passengers must not be exceeded;
- ▶ Passengers must not be allowed to alight until it is safe for them to do so;
- ▶ Vehicles must not be left with the engine running when parked or being refuelled;
- ▶ Drivers must not be under the influence of alcohol during Learning Tree business;

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- ▶ Drivers are reminded that there is to be no smoking or other distracting actions whilst driving;
- ▶ The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected;
- ▶ Drivers may need to be aware that they may need to notify their insurance companies to ensure that they are adequately covered;

Mobile phones must not be used unless there is a hands free application in the vehicle.

17. ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- ▶ Equipment not working;
- ▶ Loose wiring;
- ▶ Broken casing around wires or applications;
- ▶ Electrical arcing (sparks);
- ▶ Plugs becoming warm...etc.

All staff, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- ☐ Sockets must not be overloaded by the use of adapters;
- ☐ Leads should never be pulled to remove a plug or to lift or move an appliance;
- ☐ All electrical equipment will be maintained on a routine basis, and checked annually.

18. ENVIRONMENT AND THE WORKPLACE

The Learning Tree is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Staff, paid or voluntary, have a responsibility to co-operate to maintain this environment.

- **Lighting** - Must be suitable and sufficient in every part of The Learning Tree through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

The Noise at work Regulations 1989 - apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

- **Space** - around machinery and equipment must be adequate to ensure that safe working practices are achievable.
- **Heating** - The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in the room in which people are employed to work, and those spaces used for extra curricular activities.

Ventilation - must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

- **VDUs**

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- ▀ The characters should not flicker or move;
- ▀ There should be no reflection on the screen;
- ▀ Ensure that there is adequate lighting to the desk surface adjacent to the machine;

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

Flooring - Beware of tripping hazards such as loose carpet, etc

19. FIRE PRECAUTIONS

The Proprietors are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in the buildings and leading the Fire Officer in educating staff, whether paid or voluntary, in safe practices.

It is the duty of all staff, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Fire Officer, any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment. Every member of staff is responsible for ensuring that fire exits remain unobstructed at all times, including all auxiliary employees.

Within the premises, and The Learning Tree grounds, The Learning Tree operates a policy of No Smoking.

In the event of a fire:

- Don't Panic – follow the Fire Procedure
- Do not tackle the fire unless - you have been trained to do so; you feel able to do so; you do not put yourself at risk; the fire is small.
- Remember the important thing is to save lives, not property.

20. FOOD HANDLING

The Learning Tree has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All staff, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;

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The Learning Tree

Montessori Education Centre



Reviewed October 2025

- ▶ Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- ▶ Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

21. Principles of Safely Handling Food

All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;

All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

- ▶ Keep it Clean – Keep it Cool – Keep it Covered
 - ▶ Food and food only, must be stored in areas designated specifically for that purpose (refrigerators) with any medicines that need to be stored in refrigerators being stored in a separate box;
- ▶ Any food or liquid spillage must be cleaned up immediately;
- ▶ When cooking food, recipes or packet instructions must always be followed;
- ▶ Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- ▶ Signs of any type of pest infection must be reported immediately.
- ▶ Principles of Safely Using Equipment in any catering areas.
 - ▶ All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
 - ▶ Refrigerators, freezers and other types of temperature controlled equipment must be routinely checked to ensure their effectiveness;
- ▶ All equipment must be used according to manufacturer's instructions;
- ▶ Doors and lids of equipment in use should fit securely;

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- All cooking equipment should be checked when in use to ensure that it is functioning correctly.
- Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.

22. HEALTH AND HYGIENE

The Learning Tree recognises that hygiene is a basic part of any health and safety programme. The Proprietors are responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Proprietors who will ensure that the necessary action is undertaken.

Staff, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.

23. INDUCTION AND TRAINING

All staff, paid or voluntary, read through this policy as part of their induction programme. The Learning Tree has a duty to ensure that they are aware of current legislation and that relevant information is disseminated to the appropriate person.

24. LIFTING AND MANUAL HANDLING

The Learning Tree has a moral and legal responsibility to its staff, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries. This includes providing manual handling training to all staff where necessary.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all staff may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

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The Learning Tree Montessori Education Centre



Reviewed October 2025

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;

Do not twist the body during the lifting procedure.

Pregnant and post natal mothers must not lift heavy loads, such as boxes of photocopying paper or parcels. If heavy items such as furniture, post bags, computers have to be moved, staff already trained should be requested to move the items.

25. REVIEWING THE POLICY

The Policy will be reviewed every two years unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of The Learning Tree that requires changes to be made.

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The Learning Tree Montessori Education Centre

