

Health and Safety Guidance
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Terminology

1. **Health and Safety (H&S)** - regulations and procedures intended to prevent accidents or injury in workplaces or public environments.
2. **A hazard** - something with the potential to cause harm.
3. **A risk** - an evaluation of the probability or likelihood of the hazard occurring.
4. **A risk assessment** - the resulting assessment of the impact or possible outcomes
5. **Control measures** - the measures and procedures that are put in place in order to minimise risk.

The purpose of this handbook is to ensure all staff and visitors are aware of the Health and Safety procedures and protocols to follow to ensure the safety of everyone when in the school and when leaving the school premises for educational reasons.

Health and Safety Policy

This policy recognises and interprets the responsibility for the health, safety, and well-being of employees, students, visitors, and contractors, and it complies with Italian legislation.

Kiddy English's policy is to:

- Maintain a Health and Safety framework – overseen by the designated Health and Safety Officer – that leads and helps everyone perform their fire and Health and Safety duties.
- Outline our responsibilities and arrangements for meeting our fire and Health and Safety obligations
- Strive to meet all of our relevant fire and Health and Safety legal obligations
- Identify and prioritise areas of risk and devise a strategy for managing them effectively
- Seek competent professional advice, guidance, and support.
- Undertake regular reviews of fire and Health and Safety performance of all operational areas.
- Take notes on mishaps and events.
- Consult with employees on issues that influence their Health and Safety.
- Hire qualified and experienced employees, volunteers, and third parties.
- Provide information, education, and training to enable employees, students, visitors, and contractors to safely do their jobs.
- Provide enough levels of supervision to enable successful fire and Health and Safety management.
- Provide appropriate resources to ensure that the policy's criteria are satisfied.
- Review and revise this policy at least once a year or whenever substantial changes occur.

Health and Safety Responsibilities

Health and Safety is **everybody's** responsibility.

The school principal – **Mimosa Cardin**, is responsible for ensuring that staff, visitors, and contractors are following the H&S guidance around the school environment and when

representing the school in public. The principal is the most senior member of staff at the school; she is in charge of fire safety and Health and Safety. With the supervision and cooperation, the school's external Health and Safety officer, takes operational responsibility for the successful management of Health and Safety through the current management structure. They strive to ensure that appropriate resources are made available to effectively handle Health and Safety problems throughout the school. In addition, they are in charge of ensuring that appropriate management arrangements for implementing Health and Safety are in place.

The principal is supported by the Health and Safety employee's representative – **Lianne Kelly**. It is their responsibility to ensure that they liaise with the school manager to ensure any hazards or risks are identified and where possible kept to a minimum to avoid injury. If you are concerned or spot something that has the potential to cause Injury or serious harm it is your responsibility to first ensure you can do as much as possible to make the area safe, then report immediately to the head of school and/or the H&S representative. They will take the appropriate steps to ensure that the area is assessed and if needed further safety measures are implemented.

Everyone working in the school environment is responsible for their own Health and Safety and is required to:

- Cooperate on fire and Health and Safety issues.
- Carry out their duties with due regard for the Health and Safety of others in their working environment; and look after their own Health and Safety.
- Follow all School regulations and procedures that apply to their employment, including fire and Health and Safety considerations. Members of the workforce are also reminded that they must not abuse the equipment given or tamper with fire and Health and Safety precautions.

The external Health and Safety company will complete risk assessments at the beginning of each school year. Risk assessments are generally conducted in Italian in order to meet our legal obligations in Italy. In addition, the Head of School and Health and Safety Employee representative along with the Educational Co-ordinator will meet to discuss what activities and areas require an additional risk assessment throughout the school year. These will be completed in English. Risk assessments focus on prevention, rather than reacting when things go wrong.

[Accident and Injury reporting policy](#)

Accidents and injuries are not always avoidable. However, it is imperative that we ensure that the children in our care are kept safe and where possible accidents are prevented.

There are currently two trained first aiders in the school **Serena D'Amanzo** and **Penelope Giaouris**. It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly. If an accident or incident resulting in an injury occurs it is important that basic first aid is started and then if needed a first aider is called to continue the treatment that is required. The following procedure should be adhered to: -

- Comfort the injured party and offer reassurance.

- Ensure the area is safe remove any hazards that could cause further Injury to yourself or others
- Begin the first aid treatment, if safe to do some move the injured person away from where the accident happened.
- Inform a first aider and if necessary, they can continue the treatment
- If needed an ambulance may be called to provide further medical attention.
- Report the accident to Head of School and School secretary who will ensure the parents are informed if needed. *Parents must be informed about all head injuries no matter how minor.
- When you return to class ensure you are monitoring the injury and keeping a close eye on any changes to behaviour that could be a sign that further medical treatment is required.

External outings – Trips

When leaving the school premises, it can be difficult to be fully prepared to avoid all hazards which may result in an accident or injury. However, with forward planning, preparation, organisation, and vigilance we can try to ensure a safe and enjoyable time is had by all. The school bus is equipped with a first aid kit. If you are exiting the school and going via coach you will need to ensure you take a first aid kit with you, this should include basics such as:

- Ice packs
- Plasters
- Gauze/bandages
- Sterile wipes

*This list is not exhaustive.

The place in which you are visiting should also be equipped with a first aid kit and they will have trained first aiders on site as appropriate to Italian laws and legislation.

Play

On the school premises children should be reminded that their behaviour can lead to accidents and injuries occurring. Whilst it is normal especially in younger children for them to become frustrated and sometimes lash out at others, they should be reminded that this is not acceptable. Please refer to the behaviour management policy for ways in which this can be handled. It is important children are reminded that hitting, kicking, or inflicting injury on others is not appropriate and should not be encouraged. Young children are often exposed to violence especially fighting through the media, video games and even older siblings. They need to understand that this can cause injury and it is not in the Kiddy English philosophy or our vision to allow this kind of behaviour. If an injury is caused by another child both parents will need to be informed so they are aware of the incident. It is imperative that names of those involved are not disclosed to either party from us.

All injuries no matter how minor should be reported to parents at the end of the school day or if the parent is not the one to collect the child communicated to them via phone call or email.

Although it is important for young children's physical development to engage in climbing activities great care and attention should be given to the possibility of children falling from height. This is mainly evident in the garden. Children should not be encouraged to climb the wooden house especially to the top and this should never happen unsupervised. The same for the tree in the garden, the children need to be supervised and before they climb the tree a teacher or member of staff must check for any branches that could cause injury. As with the wooden house the children should always be supervised and should be discouraged from climbing high. Please be mindful that falls from heights can cause serious injuries and broken bones.

All environments and resources indoors and outdoors should be used in a safe manner with children aware of the behavioural expectations and boundaries of how to use the areas correctly. Teachers should be mindful of potential accidents and prepare to avoid them where possible.

External Trips

Throughout the year children in Kindergarten, Transition and Grade 1 are welcome to attend educational trips. When organising a trip, teachers should consider the following: -

- Distance – The venue should be within Milan; the children should not be on the bus for long periods of time. If the venue is within walking distance, is it safe to walk to without crossing busy roads especially without designated crossings.
- Safety – Especially for outdoor trips, is the area safe and secure for children to explore.
- Activities – What will the children be doing – are the activities age appropriate? Will a tour guide need to be arranged are the teachers able to lead the visit? Is the venue child friendly?

Once a venue/activity has been decided the teachers should inform Mimosa Cardin and Serena D'Amanzo of their wishes. A permission letter will then be sent to parents detailing, date, time, and venue of the trip. A risk assessment will need to be completed with the teachers, Mimosa Cardin, and Lianne Kelly.

Please remember you and the children are representing the school when out in public, therefore it is imperative you remain professional and children are aware of the behaviour expectations, these should be an extension of the positive behaviour we encourage in the classroom and school environment.

In order ensure a safe and enjoyable time for all the following is required: -

- Signed permission slip from parents.
- Each child will need a small backpack with their water bottle (filled with water) inside.
- A lanyard with the school business card detailing the school contact details, no names should be written on these.

Teachers should take a bag containing: -

- For younger children a change of clothes (not per child)
- Wipes/tissues
- Basic first aid kit (refer to Accident and Injury policy for details)

- Mobile phone with contact details of the school and bus driver/company
- Depending on the length of the trip and times the teachers may choose to take a dry snack for the children of biscuits or crackers. This will need to be communicated ahead of time to ensure the kitchen have a supply to provide enough for the children.
- A full water bottle to provide children with more water (depending on the venue as most will have drinking water fountains available)

Adverse weather conditions

Throughout the school year there may be moments where Milan is experiencing adverse weather conditions these can be caused by rain, snow, wind, and sun. It is the teacher's responsibility to ensure that when taking the children out into the garden they are aware of the weather and the potential dangers of taking the children into the garden during these conditions. Teachers should be aware of any weather warnings, and it is advised to check the weather each morning and throughout the day for updates.

Rain

Although children should be going outside in all weathers, it is not recommended children go into the garden during torrential downpours. It is class teacher's discretion if they take the children outside on a wet day.

Teachers should ask parents to provide a pair of rain boots, a waterproof coat and if they wish a pair of waterproof trousers that can be kept at school and used during rainy days. However, children should not be outside for extended periods of time, and they should be changed immediately if they are wet.

It is also important to consider that the ground outside will be wet and slippery even once it has stopped raining especially on the AstroTurf around the slide and swing and the brown decking areas. Children should be kept off these areas where possible. It should also be noted the steps down to the outdoor atelia and sound garden may also be slippery when wet, great care and attention should be given when children are entering and exiting these areas.

When children return inside the floor may be wet causing a slipping hazard, it is the teacher's responsibility to find someone to mop the floor or they themselves clean any water as soon as possible to reduce the risk of others falling. Coats and wet clothing should be hung over the lockers or on the hooks in the bathroom to allow them to dry.

Snow

Although snow can be an exciting occurrence for children it is important to consider their safety when going out in the garden during snow. It is especially important to consider that the ground under foot may be icy, this can be difficult to see and can cause serious injury. Children should not use the bikes, slides/climbing frame during snow as they all carry a risk of falls and slips.

As with the wet weather children should be advised not to go on the AstroTurf, brown decking areas and great care should be taken if using the steps. Children should only go outside if they have appropriate footwear (rain or snow boots), a warm winter coat, hat, scarf

and gloves and a change of clothes in case they are wet. Children should not be out for long periods of time, and they should be returned to a warm classroom. Again, as with the rain the floor around the locker area can be wet and slippery any excess water should be cleaned as soon as possible to ensure there are no slipping hazards.

Wind

There are occasions where Milan can experience high winds throughout the year. As the garden has trees and a sand pit the risk of flying debris should be considered. Teachers should assess the strength of the wind before taking the children into the garden. As noted, it is advised teachers check the weather regularly using weather apps. It is also recommended teachers visually check the garden before going outside with the children. If deemed to be too windy children should not be taken out. Children should not play in or near the sand pit or trees unless the teacher believes the danger is low, as there is a risk of a foreign object entering into the children's eyes. If this happens, all children should be taken inside immediately. The child injured should not touch their eye(s) as this can cause further damage. Their eye(s) will need to be washed with sterile water or where possible using the eye wash station. A first aider will need to be informed and the parent contact as the child may need to see a medical professional to ensure there is no further damage to the eye(s) and any debris has been removed.

Sun

During the summer months the temperatures can be very high. It is parents' responsibility and discretion to use sun cream on the children before they send their children to school. Children are able to explore the garden in summer months however they should be encouraged to spend time in the shade and plenty of water must be offered to them whilst playing outside. Children should not spend prolonged periods of time in the garden during intense heat and especially not between the hours of 10am-3pm when the sun is at its strongest. Children can easily become burnt and can suffer from heat/sun stroke so it is imperative teachers use their intuition to assess how long the children should be in the garden. Games involving running and activities which involve children becoming over heated should be kept to a minimum. Light activities including water play, art and craft, construction, stories, and songs, should be set up for the children in shaded areas so they can enjoy the outdoor area in a safe manner.

There will be moments throughout the school year where children attend the swimming pool or an external trip in adverse weather conditions.

During swimming days, children going swimming should go with a pair of snow/rain boots and a waterproof coat. When the children have been changed and are in the pool it may be necessary for the teacher to dry the children's clothing using the hairdryers to ensure the children are not putting on wet or damp clothing when coming out of the swimming pool. When children return to school, if necessary, there is a hair dryer in school that can be used to re-dry children's hair if needed. Extra care and attention should be given to children entering and exiting the bus as the steps can be slippery and the boots can cause difficulty in using the steps and when walking up and down the stairs to the swimming pool.

Fire and Earthquake

In the unlikely event of a fire or earthquake occurring it is imperative all staff remain calm, and the children are reassured and given clear and concise instructions.

In case of emergency DO NOT go out into the garden report immediately to an emergency exit. The meeting point is across the road on the pavement.

The following procedure should be taken upon hearing the fire alarm regardless of it being a drill or real: -

- Children should be told to stop what they are doing and immediately form a line.
- All belongings including coats and shoes are to be left. DO NOT dress the children as this will delay the children exiting the building and can increase risk of serious injury.
- One teacher should check the bathroom and the classroom.
- Count the children and ensure you have the register, or a list of children present.
- Walk the children quickly and quietly to the emergency exit and across the road to the meeting point.
- Count the children and reassure them.
- Wait for instructions from the emergency services.
- You will be required to complete a form which will be handed to you by the fire officer, it will be in Italian you must ask for assistance in completing this if you need it.

When it is safe to do so return to school in a formal and precise manner or wait for further instruction if it is unsafe to return to the building. Children may be unsure and upset provide them with reassurance and comfort as required.

Earthquake

Although unusual it is not uncommon for Milan to experience earthquakes. In the event of an earthquake all children should be instructed to immediately go under a table and remain there until further instructions are given. Their head, arms and legs should be under the table to ensure they are at less risk of injury from falling debris. In the event of a large earthquake there is a risk of aftershocks which can cause damage. Children must stay under tables until an adult has assessed the classroom for any damage and they are confident the aftershocks have stopped. If there is damage to the building in any form the children should be removed from the classroom to a safe area of the school. Please wait for further instructions from the head of school as to what to do next.

If you are outside in the garden when an earthquake happens do not return inside. Gather all the children in the middle of the garden away from trees and the edges of the building. Remain there with the children until the main tremors and aftershocks have stopped. As with above do not move the children until you have been instructed otherwise or you feel it is safe to do so.

Earthquake practice is something that can and should be built into your planning and daily routine. The children should be aware that when they hear the word earthquake being

shouted that is their key to leave whatever they are doing and immediately go to cover or gather in the centre of the garden.

Risk assessments

Risk assessments are used as an aid to prevention. There is an external company that ensure the main risk assessments are completed at the beginning of each school year, these are completed in Italian as per Italian law and legislation. In addition, risk assessments can be completed for activities throughout the year. It is the discretion of Head of School – Mimosa Cardin, Health and Safety representative and educational coordinator Lianne Kelly to advise what activities require a further risk assessment. All risk assessments completed in school will be completed in English however, they must comply with Italian Health and Safety Laws and Legislation.