

**Wharfedale Montessori School & Wharfedale Babies**  
**GENERAL HOUSEKEEPING RULES & POLICY GUIDELINES**

Date created: September 2011

Person Responsible: Principal

Review period: Annually

Last reviewed: May 2017

Last re-written: Adapted 2017

Next due for review: May 2018

**Aim of Policy:**

It is our intention to make our setting as safe and attractive as possible for all who live, work and visit here. To this end, we ask that the following general rules and policy guidelines be adhered to throughout the setting by all pupils, staff, contractors and visitors. These rules should be read in conjunction with our General Risk Assessment Policy and our Policies for Health and Safety and First Aid.

**Cleanliness:**

- Outdoor footwear must be removed at the school entrance.
- Hands must be washed before and after eating.
- Hands must be washed after any outdoor activity.
- Staff are expected to instruct children in cleanliness.
- Food hygiene must be maintained. All staff undertake food hygiene training

**Waste Disposal:**

- All waste must be placed in the receptacles provided.
- Cleaning staff will be responsible for removal of waste to the outside store.

**Safe stacking and storage:**

- Storage equipment must be used and kept appropriately.
- Articles must not be stacked or stored so as to be likely to fall or not be safely accessible.

**Animals:**

- Working with animals as part of the School curriculum will be carried out in accordance with health and safety procedures and only where parental permission has been obtained.

**Electrical Equipment:**

- Electrical equipment must not be used if it is damaged or does not function correctly.
- Supply cables, plugs and sockets must be checked before equipment is used.
- Any damaged or defective equipment must be removed from use and a report passed to the Bursar.

**Other equipment:**

- Equipment must be used appropriately and according to house rules. This includes machinery and hand tools.
- Equipment requiring information or instruction for safe use must not be used until hazards inherent in use of the equipment are understood and appropriate measures are implemented to avoid harm.

**Dangerous substances:**

- Cleaning agents likely to present risk or harm when not in use will be kept in the hazardous materials store (high cupboard in small school room at Children's House or in the cellar at Strid, high shelf in staff toilet at Wharfedale Babies). These areas are inaccessible to children.
- Personal protective equipment which is to be used with hazardous materials will be kept in the store.

**Fluids under pressure**

- Pressurised containers will be used in the manner appropriate to their intended use and according to manufacturers' instructions.

**Other important hazards:**

- No vehicles may be driven into the school grounds without prior agreement with the School.
- Care must be taken by all in using the woodland and farm sites of and around the School.
- Children must regularly be instructed in the dangers related to many woodland plants, fungi and berries. In the autumn term particularly a strong emphasis must be placed on this.

**Review of Policy:**

We will monitor our progress and review this policy annually.