

GLEN URQUHART CHILDCARE CENTRE
Scottish Charitable Incorporated Organisation SC024692

HEALTH & SAFETY POLICY

WHY HAVE A HEALTH AND SAFETY POLICY STATEMENT?

All early years and childcare groups including out of school care (these will all be referred to as groups in this booklet) are subject to the Health & Safety at Work Act 1974 and associated legislation. They are required to write down a policy for health and safety and to show it to a Care Inspectorate Officer if requested. An explicit safety policy demonstrates that you care for the safety and welfare of all the people in your group. Writing it down helps you think through the arrangements you have made.

This booklet contains an outline safety policy statement and is accompanied by additional guidance, procedures and templates. It aims to save you time and help you to write a statement and accompanying procedures that cover all important matters relating to health and safety. The list is not exhaustive, and you should add additional procedures as appropriate to your service.

The law states that you must have written statement of your general policy describing your “organisation and arrangements” for carrying out the policy and that you must bring it and any revision of the policy to the attention of all relevant people in the group, paid and unpaid including parents/carers and children where appropriate.

This booklet should help you do that. First read the notes, and then fill in the blank spaces and keep the completed booklet as your own statement.

ABOUT THIS POLICY STATEMENT

For the purposes of this policy, “employee” must be taken to mean parents/carers, and any other adults in the group, as well as paid employees.

The policy is in three sections:

Section A makes a general declaration based on your obligations under the Health & Safety at Work Act then states who is responsible and for what area of health and safety.

Remember that employees have responsibilities under law to take care of themselves and others and co-operate with you in doing so.

Sections B & C outline your arrangements in greater detail. Section B deals with general arrangements that apply to all to all or most premises. Section C deals with particular hazards that may or may not apply to you.

Keep the whole statement and additional policies and procedures which link to this in a place where it is easy to find.

SOURCES OF INFORMATION AND ADVICE

See summary of legislation (over). Further advice and guidance can be obtained from your local health and safety officer within the local authority. You can also contact the Health & Safety Executive (HSE) Infoline 0845 345 0055 or website www.hse.gov.uk.

Advice in connection with general fire precautions should be obtained from your local fire service or at www.infoscotland.com/firelaw.

Refer also to NHS Highland Infection Control Guidelines (2006)

IMPORTANT LEGISLATION

1. *The Children Act 1989 and The Children (Scotland) Act 1995 Children and Young People (Scotland) Act 2014*

The Children Act seeks to promote good practice rather than prosecute bad practice. The responsibilities for ensuring the guidelines for good practice are adhered to lies with the Care Inspectorate and the Scottish Social Services Council. During the registration and inspection process they will look at both workers and premises and advise groups of their suitability.

For example, the Act address points such as:

Health/Hygiene:

- ❖ Number of toilets
- ❖ Hot and cold running water
- ❖ Hand drying facilities
- ❖ Balanced diet
- ❖ Changing facilities

Food Hygiene:

- ❖ Sterilised cups
- ❖ Refrigerated food/milk
- ❖ Kitchen practice

Adult: Child ratios

- ❖ To ensure adequate provision

Staff:

- ❖ Staff training

2. *Management of Health & Safety at Work Regulations 1992*

Requires groups:

- ❖ To set up safe systems of work and emergency procedures
- ❖ To provide adequate instruction and training on healthy and safety matters
- ❖ To undertake a systematic assessment of risks in the workplace

3. *Health & Safety (First Aid) Regulations 1981*

Covers requirements for first aid. Groups should keep suitable records and registers.

For example

- ❖ Identifying an appointed person (not necessarily a qualified First Aider) who can act as the initial point of contact to deal with emergencies. This is usually the Playleader
- ❖ Accident and Incident record books

- ❖ Names of all attending (all children and adults)
- ❖ Addresses and telephone numbers of all attending
- ❖ Emergency contact details
- ❖ Parental consent for emergency treatment, outings etc
- ❖ Details of allergies and other relevant health details
- ❖ Special dietary needs

4. Fire (Scotland) Act 2005

This requires premises users to carry out a fire risk assessment. More than one person may have responsibility for the premises.

- ❖ Fire drills should be carried out to check that staff (and children) understand and are familiar with the emergency fire action plan
- ❖ Frequency of fire drill should be at least annually and reflect the level of risk (i.e much more often in childcare settings).

5. Workplace (Health, Safety and Welfare) Regulations 1992

Cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating, toilets and washing facilities including the observance of the no smoking policy for which there should be a statement in the group's Health & Safety policy.

6. The Health & Safety Information for Employees Regulations 1989

Requires employers to display a poster "Health & Safety Law- What you should know".

7. Manual Handling Operations Regulations 1992

Cover the moving of objects by hand or bodily force. Plan the work to minimise the amount of lifting necessary. Consider what is to be lifted, from where to where and the individual's health and fitness. Make sure assistance is available when needed.

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

Require employers to notify and report certain occupational injuries, diseases and dangerous occurrences. These include:

- ❖ Death or major injury (certain fractures, loss of consciousness and injuries requiring hospital treatment etc) to an employee or a member of the public. These require immediate notification to the enforcing authority normally by telephone
- ❖ Over three-day injury- this is an accident connected with work, which is not major but results in the employee being unable to work for more than three days

In both the above cases an accident form F 2508 (available on the HSE or RIDDOR website) must be sent to the Health & Safety Executive or enforcing authority within 10 days.

- ❖ Local Authority Transport, Environmental and Community Services of the Highland Council
- ❖ Environmental Health Section of the Moray Council
- ❖ Environmental Health Section of Argyll & Bute Council

9. *Control of Substances Hazardous to Health Regulations 1999 (COSHH)*

Require employers to assess the risks from hazardous substances and take appropriate precautions. First consider elimination the hazard, followed by the substitution with something less hazardous and have proper control procedures, which should be clearly explained to those involved. For example:

- ❖ Toilet and kitchen cleaning materials can all be considered potentially dangerous in the wrong hands. Controls of use, storage and marking should be addressed

10. *Electricity at Work Regulations 1989*

Require electrical systems to be safe to use a maintained in a safe condition. All portable apparatus should be listed so it can be regularly inspected, and its condition recorded. All suspect or faulty apparatus should be taken out of use and put in a secure place until attended to by a competent person.

11. *Provision and Use of Work Equipment Regulations 1998 (PUWER)*

Require that equipment provided for use at work is safe. For example, maintain an inventory of toys and equipment stating inspection dates and when cleaned.

12. *Employer's Liability (Compulsory Insurance) Regulations 1969*

Require employers to take out insurance against and ill health to their employees.

SECTION A

GENERAL STATEMENT OF POLICY

The policy of our group is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide any information, instruction and training they need.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy is located in the foyer in the folder marked 'Glen Urquhart Childcare Centre Policies' and is available for inspection.

It is reviewed annually for any changes felt necessary and signed by the group manager.

Notes

(2a) The group must maintain first aid facilities and appoint a person who may not be first aid qualified but takes charge when somebody is injured or ill.

(2b) There should always be at least one first aider on the premises

3) Some injuries and dangerous occurrences require immediate notification - see page 3 RIDDOR

SECTION B GENERAL ARRANGEMENTS

ACCIDENTS

For first aid, the first point of contact/appointed person group is

Sian Tembo

Other first aiders for this group is/are:

All staff have current First Aid qualifications that are updated every 3 years.

Further assistance can be requested from the following trained/qualified first aiders e.g. nurse/doctor

Drumnadrochit Medical Centre, Drumnadrochit

Telephone no. 01456450577

The first aid box is located in

The kitchen cupboard in the marked 'First Aid'

Appointed person responsible for the first aid box is **Caron McCluskey OR Chloe Cromarty in Caron's absence**

(4) Groups should make themselves aware of the Fire (Scotland) Act. Fire certificates are no longer valid. Groups are now required to carry out fire risk assessments.

(5) Escape routes should be checked every session to ensure they are clear and doors are easily opened

(6) Annual checks on fire safety equipment and alarms should be carried out professionally. Groups must ensure this is done either directly by them or through their landlord/hall committee. Smoke alarms should be tested monthly by a designated person if not a

NB This person should check the contents of the box regularly

Person responsible for reporting accidents

Audrey MacLennan – Manager

Staff involved with the incident record the incident/accident at the time.

(3) All accidents will be recorded: the current accident book is located
In office filing cabinet

Accident Reports are then filed in the lockable cupboard in the office

GENERAL FIRE AND EMERGENCY SAFETY (4)

It is a management responsibility Under the Fire (Scotland) Act 2005 to have in place a Fire Risk Assessment including a fire emergency action plan and arrangements to implement the plan. The basic fire drill used by your group should be displayed prominently and in a way which all can understand e.g. in pictures at child height.

Person responsible for carrying out the Fire Risk Assessment:

Audrey MacLennan - Manager. It is also assessed by MITIE.

In case of fire or emergency evacuation the following routine will be followed:

- 1. Number of children in the rooms will be clearly marked at top of register to support drill.**
- 2. Raise the alarm- located at front door and back patio doors in rooms. In the absence of this working a whistle will be used.**
- 3. Ensure all children and adults are gathered to leave building at appropriate exits. E.Y.P to have registers with emergency contact details.**
- 4. Children and adults are gathered to leave building via fire exits and make their way to the muster point where the register will be taken.**
- 5. Manager/E.Y.P check the toilets, kitchen, foyer, office, cupboards and quiet room to ensure no one is left in the building.**
- 6. Manager/E.Y.P to take medicines/protocols in event of a fire.**
- 7. Manager will join adults and children at muster point and check that everyone is accounted for.**

Fire drills will be carried out and recorded at least once a term and during holidays to familiarise all children as appropriate, concentrating on escape routes and the training of adults.

ESCAPE ROUTES (5)

Location: Main nursery entrance and the back doors of room leading to garden.

(7) You can always contact your local health & safety inspector for advice

(8) Employees should receive all the training necessary to ensure they do their job safely

(9) Annual risk assessment record not included, as underpinning training should be accessed prior to carrying out this work. (Please contact Inverness office on 01463 703033 for more details)

(10) Can be a named person or the holder of a particular office or post who should brief all new members/ users and visitors.

Checked by Breakfast Club staff (see daily health and safety checks)
This is done DAILY. On arrival of the first member of staff at 7.50am.

FIRE ALARMS (6)

Location of "break glass" alarms: **Main entrance between the doors, back doors of rooms**

Alarm whistle in absence of central system working- hanging by back doors in rooms.

Location of fire extinguishers: **Kitchen, hallway and at back doors in rooms**

Tested by MITIE - This is done TERMLY.

Location of smoke alarms: **Kitchen and in rooms- on ceiling**

Tested by MITIE - This is done TERMLY.

EVACUATION ASSEMBLY POINT

In the case of an evacuation the group will assemble at:

Muster point in High School car park- this is a marked area

Alternative premises to be used in case of complete evacuation

Blairbeg Hall

Drumnadrochit

Tel: 01456 450757

SOURCE OF ADVICE (7)

Local Authority Health and Safety Team:

Local Health and Safety Officer

Tel: 01463 703 033

Drumnadrochit Medical Centre, Drumnadrochit 01456 450577

Advice on suitable training can be obtained from (8)

CALA office 01463 703033

RISK ASSESMENT (9)

An annual record of risk assessment for the group will be carried out in addition to risk assessments relating to specific activities.

Person responsible for carrying out the record of risk assessment

(name and position) **Audrey MacLennan – Manager or Chloe Cromarty in Audrey's absence**

E.Y.P'S IN ROOM TO WRITE individual Risk Assessments for outings and visitors – these are to be checked by management and read/signed by all staff.

VOLUNTEERS/RELIEF STAFF/VISITORS

You are liable for the actions by all staff, including volunteers, relief staff and visitors to the group which impact on safety.

They need to know what hazards there are and what precautions they should take. You will need to ensure that they are aware

of your health and safety procedures.

(10) This will be carried out in our club by: **Manager, initially and then all staff role modelling-** for passing on information to anyone new to the group about all health and safety matters. This will be covered as part of the induction process.

G.U.C.C works to the following guidelines:

Setting up:

Premises and Equipment: Fit appropriate door and window catches and door alarms. Check toilets and basins are clean/soap and towels provided.

Fire Exits: Check fire doors and dept clear and not locked.

Group equipment: Ensure safe storage of unused equipment in the room(s) Check stacked tables and chairs cannot be pulled over

Other premises user's Equipment: Remove any other potential hazards.

Sockets: No covers fitted per guidelines issued by Early Education office- Diriebught Road, Inverness

Heaters: Ensure hot radiators and pipes are well guarded. Do not cover any radiators.

Table/chairs/equip: Check all nuts, bolts and catches are secure and tables do not wobble.

Floor coverings: Check for frayed/curled edges, tears etc.

Heavy equipment: Two people lift if necessary.

Staff belongings: Allocate safe storage for employees belongings as they may contain pills, lighters etc.

Staff children: Allocate a space where they can play safely when setting up.

Toys and equipment: Do a daily visual check when setting out. Remove any broken equipment, mark it "do not use" and know who to inform if repairs are needed.

Electrical equipment: Check flexes daily, avoid use of extension leads where possible. As above remove broken or damaged equipment.

When people arrive or depart

Register: Ensure all people are marked present and late arrival added immediately. Include also all adults and babies. Keep the register in the same place.

Doors: Lock outside door or as appropriate (not fire exit) and or ensure alarm system working if door opens. Lock door to kitchen/walk in cupboards if appropriate.

Consent forms: Ensure consent forms are completed if people walk to/from the club themselves.
Ensure you have an up to date list of those able to collect children.

Play

Sand/clay/dough: Clean/change/replace and rinse as appropriate.

Paint/glue/pens: Check these are non toxic and use pens with ventilated tops.

Junk materials: No polystyrene; beware of sawdust allergy and inhalation. Use clean junk with no sharp edges.

Dress up clothes: Do not use cloaks with neckcords (use Velcro) and check heels for safe height. Wash regularly and stitch any trailing hems.

Toys and play equipment: Wash on a regular basis and keep small pieces away from babies. Always use appropriate safety mats under and around climbing equipment.

Adult supervision: Ensure appropriate adult supervision for activities e.g. cookery, woodwork, climbing equipment, outdoor play and outings may require extra help.

Snack/Meal Times (see also NHS infection control guidelines)

Hand wash: Always ensure people (and staff) wash hands before eating or preparing snack. Use hot (less than 60 degrees) soapy water – fresh water for each child. There is not requirement to use anti-bacterial soap as this may be more harmful>

Table wash: Hot soapy water (detergent) or disinfectant (mild bleach) spray. Cloths where used should be clean and renewed regularly.

Cups/plates: People should use their own named cups if applicable. Ensure all cups and plates are washed, rinsed and dried thoroughly.

Foods: Ensure these are stored at appropriate temperatures and be aware of allergies.

Chopping boards: Have coloured coded chopping boards for different foodstuffs and wash after every use with hot soapy water of disinfectant solution.

Drying cloths: Ensure these are washed daily at 60 degrees.

11) A notice showing kitchen hygiene routines should be clearly displayed in the kitchen. Refer to NHS infection guidelines

(12) Paper towels and disposable gloves should be double bagged before putting out for collection

Hot drinks: Ensure care is taken to avoid possible scalding/spillage.

OUTDOOR PLAY

Fences and gates: Keep secure and well maintained at all times.

Sandpits: Keep covered when not in use (to keep cats, etc out).

Climbing equipment: Use with appropriate supervision and appropriate safety surface underneath e.g. bark/rubber tiles. Outdoor equipment should be checked for damage and wear and tear weekly as part of the health and safety checks.

Natural materials: Ensure people are aware not to pick berries, nettles and fungi, etc. that they find.

END OF SESSION

Clearing away: Do not clear away heavy equipment whilst children are present

Rubbish: Remove all litter/rubbish from premises daily to prevent fire or infection risk. Double bag potential high risk items.

Electrical equipment: Ensure electrical equipment is switched off/unplugged if not in use. Avoid use of extension leads where possible and ensure any portable equipment is checked for safety as required.

SECTION C

HAZARDS

HOUSE KEEPING AND PREMISES

List or attach you rules/procedures for:

Cleanliness (11)

- All dishes washed in dishwasher after use
- Anti-bacterial spray used to wipe tables and surfaces
- Separate cloths and separate mops for different activities and rooms
- People and staff educated on hand washing routines
- Toilets and sinks monitored
- Staff wear gloves when dealing with body fluids and while in the toilets
- Spillages of blood vomit or bodily fluids should be cleaned up as soon as possible. Ordinary domestic bleach diluted 1 part in 10 parts with fold water OR hot soapy water should be poured over the spill which should be covered with paper towels. Wipe up with

(13) You should arrange for regular, thorough checks of your electrical equipment/ installations.

(14) Hazardous substances may cause harm if misused e.g. bleach, washing up liquids, disinfectants, glues and solvents etc. Be aware of these in shared premises in particular where other users may store such substances.

(15) Identify those pieces of equipment which are too heavy or awkward for one person to lift or manoeuvre safely and devise an appropriate way of handling including lifting of children e.g. for changing.

(16) You may need special rules for such matters as use and care of protective equipment.

disposable paper towels wearing disposable gloves and apron as appropriate.

Waste disposal (12)

- Soiled waste to be double bagged and put in waste bin in staff toilet
- Gloves and aprons to be worn by staff at all times
- Bucket and mop to be sterilised after use

Safe stacking and storage of equipment and cleaning materials

- Floors in big store cupboards to be kept clear
- Step ladder to be used by staff to reach high shelves
- Boxes to be stacked safely to ensure they do not fall off shelves
- Heavy items to be stored on lower shelves, lighter items on higher shelves

Checking equipment

- All equipment checked daily by staff prior to being put out
- Maintenance book used to record broken/damaged equipment – if beyond repair it is put out.

ELECTRICAL EQUIPMENT

Routine for inspecting plugs and loose cables (13)

- Checked by Breakfast Club staff prior to people coming in (see daily health and safety checks)
- Electrical equipment checked annually by qualified electrician and termly by MITIE staff

Rules for use of extension leads and portable equipment

- Adapters used if needed
- Safe storage – kept out of reach from people

STORAGE OF HAZARDOUS SUBSTANCES (14)

- Cleaning materials stored on top of kitchen cupboards
- People are not allowed in kitchen (safety gate in place)
- Permanent marker pens kept in office
- All glue and paint is non-toxic

OTHER IMPORTANT HAZARDS

Lifting (15)

- Heavy stickers placed on heavy equipment – filing cabinet, bookshelves, photocopier, sand and water trays, computer equipment, ice hockey game, pool table.

Others (16)

- Two people to lift heavy equipment – Janitors to be called if too heavy (see Manual Handling of Loads and People Policy)

Health and Safety Policy

Section D

ILLNESS

General:

- Children should not attend the group if they are unwell, as per NHS guidelines.
- Parents are asked to keep their children at home if they have an infection. (Refer to NHS Infection Control Guidelines).
- Parents are asked to inform the centre of the nature of the infection to allow the centre to inform other parents if necessary and to monitor other children who might be unwell.
- If a child has been vomiting or had diarrhoea, parents are asked to keep the child at home for at least 48 hours after the last attack, as per NHS Infection Control Guidelines.
- In accordance with current guidelines, cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Children:

- If a child attending the group becomes ill or is injured, or a staff member feels that a child is too unwell to remain at the club the following procedure is to be carried out:
- Keep the child in a calm, quiet area, away from the other children, and activities.
- Observe the child at all times.
- Call the parent, using contact numbers available on registration sheet and arrange with the parent what to do in the best interests of the child.
- If a parent is unavailable, other emergency contact numbers from the registration forms should be contacted.

In the event of medical treatment being sought for the child, please ensure that the consent for this has been signed. Bear in mind that a doctor or ambulance may have to be called. (Common-sense and the best interest of the child should dictate any action taken).

Staff Member:

If a staff member becomes ill while on duty at the group, the following procedures are to be followed:

- Inform other member of staff that they are unable to carry on with their duties.
- Other staff member to contact the Manager/ named E.Y.P and to contact any relief member of staff.
- The ill staff member cannot leave until adequate cover is found to ensure the staff: children ratio is maintained.
- The ill staff member must not return until they are better.
- If staff member is ill before commencement of the session, they must inform the Breakfast club STAFF at **8AM** or before if possible to enable other cover to be organised.

Control of Infection:

If it is suspected that the child is becoming ill due to an infectious or contagious ailment the parent should be contacted and the child should be removed from the club until he/she is fully recovered. If a staff member contracts an infectious or contagious disease they must not attend the club until the infectious/contagious stage is over.

Prescribed Medicine

- If possible the child's parent will administer the medicine
- If this is not possible and in order to respond to:
Chronic conditions such as those requiring insulin
Acute conditions such as asthma
Children who are well enough to attend but need to complete a course of anti-biotics

Procedures for administering prescribed medication

- The medication must be prescribed by a doctor
- The medication must be in its original packaging and clearly labelled with the child's name, dosage and instructions
- Should be stored in a lockable, secure place away from reach of children
- Any medicine given must be noted in the Centre's Medication Administration Record. This should be signed by staff member and double initialled by another. Emergency Medication should be made clear to all staff e.g. – Epipen. Inhaler. Staff will receive training in this
PLEASE SEE ADMINISTRATION OF MEDICINE POLICY for full details.
and individual protocol shall be made for how to administer this – this will be done in partnership with the school nurse or doctor.
- The child can only be left at the Centre if the trained staff are in attendance

Date reviewed May 2019

Date of next review May 2020

Signature _____

Designation _____