



Health and Safety Policy

This is the Health and Safety Policy of Old Rayne Playgroup, herein after referred to as the group.

For the purpose of this policy, employee will be taken to mean staff, parents/carers and volunteers in the group.

The policy is in three sections:

Section A is a general declaration based on the group's obligations under the *Health & Safety at Work etc Act 1974*. It also includes a list showing who is responsible for ensuring the obligations are met. Employees have responsibilities under the law to take care of the health and safety of themselves and others, and to cooperate with the employer in doing that.

In Sections B and C specified arrangements and hazards that apply to the group are detailed. Section B deals with certain general arrangements and Section C deals with particular hazards, which apply to the group.

Section A

The group firmly believes that the adequate provision for health and safety is essential to working life. The maintenance of healthy and safe working conditions and the prevention of harm through injury are in the best interests of our employees and our service users, as well as being vitally important to the group's efficiency and success.

In recognition of this the group will:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and will provide up to date information about health and safety issues at work.
- accept its responsibility for the health and safety of service users and other people who may be affected by its activities. The group recognises that it could be liable for any actions which affect safety on its premises.
- ensure that all employees know and understand their responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others.
- ensure that all employees have a working knowledge of this policy and are fully aware of their responsibility for safety and of the safety rules which are relevant to their own jobs.
- provide relevant training in health and safety matters to designated staff. All other employees will receive the training necessary to ensure that they are able to do their job safely.

- identify potential hazards and risks and undertake written risk assessments. The group will introduce, as far as is reasonably practicable, measures to reduce and minimise risk and potential hazards
- take account of the health and safety risks to women who are pregnant, women who are breastfeeding and women who have given birth in the last 6 months.
- recognise its duty to inform new employees, service users and visitors to the group of its health and safety procedures to ensure that they are able to comply fully and to minimize the risk of breaches in its Health and Safety Policy and procedures.
- keep this policy up-to-date, particularly if the group changes in nature, size and location. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Responsibilities

Our policy is to provide and maintain healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as needed for this purpose. We also accept our responsibility for the health and safety of service users and other people who may be affected by the group's activities.

The **Committee** has overall and final responsibility for health and safety in the group and for this policy being carried out at all the group's premises and all activities of the group

All employees have a responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. They are expected to:

- have a working knowledge of our practice procedures detailed within this policy
- report any injury, however slight, to employees, service users, visitors etc.
- report hazards
- keep all fire exits clear and follow procedures if a fire incident occurs
- store hazardous substances safely (COSHH)

Whenever an employee notices a health or safety problem which they are not able to put right, they must report the matter immediately to the Manager or Chairperson.

Section B

Accidents

Every member of staff will hold an up to date First Aid Certificate and be jointly responsible for replenishing a clearly marked and accessible workplace first aid kit. The group will comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

First aid box is located in the cupboard in the Disabled Toilet.

Persons responsible for reporting incidents to the Incident Contact Centre are the *Manager/Chairperson*.

All accidents to any child or adult will be recorded in duplicate, and for a child one copy will be given to the child's parent/carer.

The current accident and incident record book is in Registration Box Folder.

All accident records will be kept for a five year period in the group's archives.
For further details see the groups Accident and Emergency Procedures ([REF: 02-Accident & Emergency Policy & procedure](#))

Dealing with Body Fluids

Procedures based on the guidelines in the *Health Protection Scotland's 'Infection Prevention and Control in Childcare Settings', September 2015* for dealing with body fluids will be followed, as detailed in the group's Infection Control Procedure ([REF: 29-Infection Control Procedure](#))

Administration of Medication

Written consent will be obtained from parent/carers for the administration of all medication. Early Years Scotland administration of medication guidelines will be followed.

Staff will be given the appropriate training for administering authorised medication by a health professional or approved first aid agency. Refresher courses will be accessed when needed but at least once every three years.

All medication will be safely and securely stored under the correct storage conditions and accessed only by authorised persons.

Medicines will be kept in their original containers wherever possible and must be clearly marked with the child's name. ([REF: 04-Administration of Medication Procedure](#))

Medication Administration Recording System (MARS)

A Medication Administration Recording System must be kept by the **Manager**.

The record will show the child's name, type of medicine administered, detail of when the medication was last administered by the parent, reason for the medication being prescribed, date, dosage and time administered, name and signature of person administering medicine, name and signature of witness, and time of notification to the child's parent/carer when medicine has been given in an emergency. The Care Inspectorate recommends that a separate page is kept for each child within the MARS to ensure confidentiality and that the parent/carer collecting the child from the group should sign the medication record to ensure that they have been informed of the time when the last dosage of medication was given.

Dosage changes will immediately be noted in the MARS system and the information given to all staff concerned with that child.

All staff administering medicine will check for changes before administering, and parent/carers will be asked to immediately notify any changes to the Manager.

Fire Safety

The group will carry out and record fire drills at least once per term. The number of drills will be sufficient to allow all the staff and the children registered with the group to participate and

become familiar with the drill. The group's Fire Procedure ([REF: 16-Critical Incidents Policy](#)) will be adhered to at all times.

Adults will be trained in fire drill procedures and will know the location of the evacuation assembly point.

Fire exits will be kept clear at all times.

The Hall Committee is responsible for a professional Fire regulating annual check.

Any problems will be reported immediately to the Manager/Chairperson.

The procedures concerning fire evacuation will be posted on the group's notice board.

Escape Routes

At fire exit beside stage unless the fire is in this area, then another appropriate fire exit should be used. Fire exits are checked daily by staff as part of the groups Daily Checklist.

Evacuation Assembly Point

See the groups Fire Procedure ([REF: 16-Critical Incidents Policy](#)).

New Service Users and Visitors

The group could be liable for any actions by service users or visitors, which affect safety on its premises. New service users and visitors may not know what hazards there are and what precautions they should take. The group will ensure that they are made aware of the Health and Safety Policy and that they accept their responsibility to abide by the group's procedures. The Manager and the Chairperson are responsible to ensure this information is shared.

Pregnant Women

The group believes that the health and safety of the mother and baby is paramount and will endeavour to minimise risk for pregnant women.

Care will be taken to ensure pregnant women are not asked to lift, bend, move or handle heavy equipment.

Involvement in rota duty and other group activities will be waived before and after the birth, and involvement will be flexible enough to take into account an individual's circumstances.

If a staff member is pregnant, the group will undertake a written risk assessment of their job and will, if necessary:

- make temporary adjustments to their working conditions and/or hours of work
- offer suitable alternative work (at the same rate of pay), if available or, if this is not feasible,
- suspend the employee from work on paid leave for as long as necessary to protect their health and safety, and/or that of their child.

The risk assessment will be monitored and reviewed regularly and adjustments made accordingly to ensure the health and safety of the mother and baby is held paramount.

Section C

Smoking

Smoking is not permitted in any part of the building or grounds.

Violence and Abusive Behaviour

The group will not tolerate any form of violence or abusive behaviour committed by or against any employee, service user or other people who are affected by our activities.

Violence or abusive behaviour includes any attempted, threatened, or actual conduct that endangers the health or safety of employees, service users and other people affected by the activities of the group; or any threatening statement, harassment or behaviour which causes someone to believe that their health and safety is at risk.

All reports of violence or abusive behaviour will be taken seriously.

Violent and abusive behaviour by paid or unpaid staff (i.e. volunteers) constitutes misconduct and will be dealt with under the group's disciplinary procedures up to and including dismissal. It could also lead to a referral to the SSSC, if appropriate, and/or to the police.

The group does not accept violent or abusive behaviour or threats of violent or abusive behaviour towards our staff, volunteers or children by parents/carers or visitors to the group. Such incidents will be investigated and dealt with by the management under our grievance and/or complaints procedure and may result if upheld in the loss of the child's place in the group and/or referral to the police. (REF 16-Critical Incidents Policy)

Housekeeping and Premises

The group will maintain a healthy and safe environment in all aspects of routine practice. Attached are the group's procedures/logs/checklists:-

- 18-Daily Routine
- 39-Procedure in the Kitchen
- 40-Procedure in the Toilet
- 33-Nappy Changing Procedure
- 29-Infection Control Procedure
- 49-Sun Protection Policy
- 13-Closure Procedures
- Risk Assessments
- Daily Health & Safety Checks

Checking Electrical Equipment

Annual PAT testing (Portable Appliance Testing) will take place on all electrical equipment/installation.

Other Equipment

All other equipment will be inspected on a daily usage and either fixed or discarded and work carried out recorded in the Maintenance Log.

Dangerous Substances

All substances will only be used for specified purposes by adults or under adult supervision. All potentially dangerous substances will be stored securely and out of the reach of children in either the wall cupboard in the disabled toilet or the wall cupboard in the kitchen.

Advice & Consultancy

The group will seek advice and training on health and safety matters from a range of sources, including:

Local Health and Safety Inspector's Office:

Fax only: 01224 252525

Local Environmental Health Office:

Tel 01467 620981

Health Centre/GP Surgery:

Tel 0345 337 6310

Fire Safety Officer/Local Authority Fire Department:

Tel 01779 471645

Health & Safety Executive Scotland Telephone:

Tel 0845 345 0055

Website www.hse.gov.uk/scotland