

Health and Safety Policy

This policy was adopted at a meeting of:

Portobello Toddlers Hut

on

Signed Designation

Health and Safety Policy

Why Have a Health & Safety Policy?

Under the 1974 Health and Safety at Work Act all employers must produce a written health and safety statement if they employ 5 or more people and show it to a Health and Safety Inspector if requested. As a matter of good practice Early Years Scotland expects its member services, irrespective of the number of people employed to have a written statement and to comply with all associated Regulations and Directives on matters of health and safety.

Early Years Scotland regards it as essential to have an explicit health and safety policy that demonstrates responsibility for the welfare of the people in the group. Writing it down will help you to think through the arrangements.

This booklet contains an outline health and safety policy statement. The law is that a service must have a written statement of its general policy describing its "organisation and arrangements" for carrying out the policy, and that the policy and any revision of it must be brought to the attention of all the adults in the group whether they are paid or unpaid. First read the notes, and then fill in the blank spaces and keep the completed booklet as the statement. The following are the regulations that must be adhered to:

- Health and Safety at Work etc Act 1974
- Workplace (Health, Safety & Welfare) Regulations 1992
- Management of Health & Safety at Work Regulations 1999 and all other associated Regulations which include;
 - Personal Protective Equipment at Work Regulations 1992
 - Provision and Use of Work Equipment Regulations 1998
 - Manual Handling Operations Regulations 1992
 - Health and Safety (First Aid) Regulations 1981
 - Health and Safety Information for Employees Regulations 1989
 - Employers' Liability (Compulsory Insurance) Act 1969
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
 - Electricity at Work Regulations 1989
 - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - Food Hygiene Legislation
 - Food Safety Act 1990
 - Food Safety (General Food Hygiene) Regulations 1995
 - Food Safety (Temperature Control) Regulations 1995

Policy

This is the Health and Safety Policy of Portobello Toddlers Hut, 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.

The Health & Safety Policy and Risk Assessment will be kept by Catherine Abbot and stored in the policy folder.

Section A

Policy

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 their families, 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.

Review completed (date)

Signed Designation

Review completed (date)

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Review completed (date)

Signed Designation

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 allocation of duties for safety matters and the particular arrangements which the group will make to implement the policy are set out below.

Catherine Abbot (manager) 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:

- make sure that they use proper methods for lifting and handling of children and equipment, as detailed in HSE guidance, for example, keeping the back straight, not lifting equipment that is heavy on their own, asking someone to help
- follow best practice procedures detailed in the group's Infection Control Policy in relation to
 - storage, preparation and handling of food
 - disposal of hazardous substances, including body fluids

- keep the setting and equipment clean and tidy
- handwashing
- 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 appropriate person, named above.

Section B

General Arrangements

Accidents

The group will designate a qualified first aider who will deal with any injury requiring treatment and who maintains a clearly marked, accessible workplace compliant first aid kit. The first aid kit will be replenished regularly. The group will comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

For first aid (2), the trained first aiders are Catherine Abbot (manager) and Karen Wilson (lead practitioner)

First aid box is located in the kitchen cupboard.

Appointed person (3) responsible for first aid box are Catherine Abbot and Karen Wilson.

Person responsible for reporting incidents to the Incident Contact Centre is Catherine Abbot

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 the playroom desk.

All accident records will be kept for a five year period in the group's archives.

Dealing with Body Fluids

Proper procedures for dealing with body fluids will be followed, as detailed in the group's Infection Control Policy (5).

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.

Medication Administration Recording System (MARS)

A Medication Administration Recording System must be kept by Catherine Abbot and Karen Wilson.

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 Catherine Abbot or Karen Wilson.

Notes

2) The group must keep first aid facilities, and at least one member of the group must be a qualified first aider in compliance with Care Inspectorate standards of having a first aider trained in paediatric first aid available at all times.

(3) This can be a named person, or the holder of a designated office or position.

(4) RIDDOR: Any work related accident resulting in staff or volunteers being off work for seven days or more or in a death; someone being taken to hospital; a fracture (except finger, thumb or toe) must be reported within 15 days from the day of the accident. All incidents can be reported online either through www.riddor.gov.uk or www.hse.gov.uk websites. The HSE's website includes interactive report forms for RIDDOR reports, available at www.hse.gov.uk/forms/index.htm

A telephone service is available for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923. There is no need to make other reports to the local Health & Safety Executive or local authority. The ICC will forward the report to the correct enforcing authority. Employers and others with responsibilities under RIDDOR must keep a record of all

over-three-day injuries in their accident book. A full list of reportable major injuries are listed in Early Years Scotland's Accident & Incident Record Booklet.

(5) Guidelines are in Health Protection Scotland's 'Infection Prevention and Control in Childcare Settings', March 2011.

Go to www.hps.scot.nhs.uk

General

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.

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.

Fire extinguishers, smoke and fire alarms will be checked at least annually.

Any problems will be reported immediately to Catherine Abbot.

The procedures concerning fire evacuation will be posted on the group's notice board. The following procedure will be followed (6)

- Line up at gate and walk to assembly point
- Check building and ensure everyone is present using attendance list
- Transport all necessary medications, supplies (first aid kit and prepacked bag), records, emergency numbers and mobile phone
- Coordinate all actions with emergency services if necessary
- Go to pre-determined assembly area: promenade or Towerbank primary school if weather based evacuation.
- Notify families of evacuation and leave contact details etc on door of centre being evacuated
- Make arrangements for support of children at evacuation point until reunited with families or return to evacuated building

Escape Routes (7)

Location of : main door or back fire door.

Checked by: staff

How often :daily

Fire Extinguishers

Location of : 3 total. Back playroom, main room and kitchen

Checked by (8) : ASCO

How often : yearly

Location of Other Fire Emergency Equipment

Alarm, whistle or bell (in absence of central system) : Hand bell at main desk

Fire blanket in kitchen

(6) The local fire service will explain the group's obligations. There is essential guidance on the fire certificate if the group has one.

(7) At each and every session a check must be carried out to ensure that escape routes are clear and usable.

(8) An annual check must be carried out professionally. Groups must ensure this is done either directly or indirectly through their landlord/hall committee.

Evacuation Assembly Point

The promenade.

Alternative premises to be used in case of complete evacuation:

Location : Towerbank Primary

Telephone : 0131 6691551

Safe route to the location : on footpath

Training (9)

Advice on suitable training will be obtained from (telephone numbers):

Health & Safety Executive : 03453009923

Local Authority Fire Department : 0131 3445200

Early Years Scotland Centre Tel: 0141 221 4148

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 (10).

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 or, if this is not practicable, or would not avoid the risk then
- 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.

Notes

(9) Employees should receive all the training necessary to ensure that they are able to do their job safely.

(10) This can be a named person, or the holder of a particular office, and they must pass information to all new members and visitors.

Section C

Hazards

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.

Housekeeping and Premises

The group will maintain a healthy and safe environment in all aspects of routine practice. List or attach the group's rules/rosters for:

Cleanliness

Routine cleaning: twice weekly
Deep clean: annually
See Infection Control Policy for further details

Waste disposal

Edinburgh District Council

Children's security

Secure and locked access to playground.
Secure and locked access to building
Collection procedures in place

Safe stacking and storage of equipment

Stored safely in secure cupboards.

Checking play equipment

Checked on a daily basis as used.

Checking outdoor play spaces (these should be checked for example for glass, needles etc prior to use)

Checked daily

Checking Electrical Equipment

Procedure for inspecting plugs and cables for loose connections and faults (12)

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Notes

(12) Annual PAT testing (Portable Appliance Testing) should take place on electrical equipment/installation

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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 (13)

Details

All cleaning products are stored in locked kitchen area or high shelving in the bathroom area.

Other Important Hazards

Lifting & Handling (14)

Staff and volunteers will be appropriately trained in terms of lifting and handling both children and pieces of equipment.

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Others (15)

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Notes

13) Although there should not be dangerous substances stored in the group premises, there are substances which, if misused, can be dangerous: e.g. bleach, washing-up liquid, disinfectant, glues, paint, sand, Tippex and Tippex Fluid, solvents, aerosols etc

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(14) Identify those pieces of equipment which are too heavy or awkward for one person to lift or manoeuvre safely; devise an appropriate method of handling that will also be communicated to all members of the group. Lifting and handling advice is available from the Health & Safety Executive Infoline: 0845 345 0055 Website: www.hse.gov.uk

(15) Special rules may be needed for such matters as the use and care of protective equipment and the maintenance of appliances (gas etc).

Advice & Consultancy (11)

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:

Tel 0131 24702121

Local Environmental Health Office:

Tel 0131 4693889

Health Centre/GP Surgery:

Tel 0131 6698406

Fire Safety Officer/Local Authority Fire Department:

Tel ..013103445200

Health & Safety Executive Scotland Telephone:

Tel 0845 345 0055

Website www.hse.gov.uk/scotland

Early Years Scotland Centre:

Tel 0141 221 4148

(11) For advice contact the local Health & Safety Inspector or Early Years Scotland Centre.

Health & Safety Risk Assessment Guidance

Health & Safety Risk Assessment

Why?

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose an obligation upon employers to ensure, as far as reasonably practicable:

- the health, safety and welfare of all their employees
- the health, safety and welfare of persons, not in their employment, who might be affected by the undertaking and activities of the employer.

The employer is also required to assess the risks to the health, safety and welfare of staff and any others affected by the activities.

Where more than five staff, paid or unpaid, are employed the employer has a duty to:

- record the significant findings of the assessment
- identify any group of employees, or other persons who are regarded as being especially at risk.

Even where there are fewer than five employees, paid or unpaid, Early Years Scotland recommends that the significant findings of the assessment are recorded.

What is it?

- A risk assessment is a process that provides a systematic examination of the work activity and requires the employer to:
- Identify the hazards present. A hazard can be defined as something with the potential to cause harm or injury.
- Identify the people who might be at risk. A risk can be defined as the likelihood of harm or injury from a hazard.
- Identify factors/causes which contribute to risks - e.g. faulty/unguarded equipment, poor hygiene routines etc.
- Evaluate the consequences of risk - i.e. whether harm or injury will be very likely or unlikely to happen and whether it is likely to cause minor or more serious to life threatening injury.
- Determine and implement changes which are needed to eliminate or control the risk whenever a particular activity is being carried out.

Pre-school Groups and Risk Assessment

A written risk assessment helps:

- the management of health and safety

- to reduce the possibility, extent and cost of injuries, illness, property and equipment damage
- regarding compliance with the law
- to produce a quality working environment.

Pre-school groups are responsible for the safety and well-being of the children attending the group. They are also responsible for ensuring the health, safety and welfare of all staff, paid or unpaid, and other people who are involved, in any way, in the activities and undertakings of the group. Pre-school groups have a duty to eradicate or control any risks to children, staff, parents and others who are associated with the work of the group.

Early Years Scotland recommends that all pre-school groups:

- conduct written risk assessments
- record significant findings of the assessments
- monitor the management of risks by ensuring that discussions about risks and hazards are on the agenda at staff and committee meetings
- accurately record and report accidents or incidents as they occur
- carry out a review every six months in order to ensure risks are being managed or eliminated appropriately and to identify new or emerging risks.

The Process

Pre-school groups should all have a written health and safety policy. The policy should influence how the pre-school group organises and carries out its activities and should identify hazards which might occur, the associated risks, and the control measures that need to be taken to eliminate or minimise the risks.



Who should carry out the risk assessment?

The effective implementation of a group's health and safety policy requires the commitment and involvement of staff, parents, children and other adults. Most pre-school groups appoint a health and safety officer to ensure that the group maintains a safe, healthy and secure environment. The health and safety officer is the most obvious person to undertake the task but parents, committee members and staff should be consulted and asked for their input. In some of the areas where risks are identified, guidance and advice should be sought from the professional agencies - e.g. environmental health or the fire services - to ensure appropriate measures are taken to eliminate or control risks.

The process of risk assessment should be manageable and those involved should take all reasonable care in carrying it out to ensure all hazards are identified, as far as is reasonably practicable. The written assessments should be attached to the group's health and safety policy statement.

Pre-school groups need to establish a positive attitude and culture towards health and safety and should ensure that:

- people have the skills and knowledge to carry out tasks safely
- people are instructed and trained in health and safety matters
- sound advice and help are sought in health and safety issues, as appropriate
- people who are identified to carry out risk assessments are adequately trained and have sufficient resources
- people know and understand their responsibilities
- information about hazards, risks and preventative measures are known to staff, parents, children and others as appropriate.

What are hazards in pre-school groups?

Most pre-school groups identify hazards and carry out ad hoc risk assessments on a day to day basis to control the risks. For example:

- safety mats are placed around the climbing frame
- faulty equipment is noted and withdrawn
- children are supervised outside
- staff have been trained in lifting and handling children and equipment safely
- fire exits are kept clear.

However, it is good practice to take a more structured approach so that:

- all aspects of the group's activity are monitored and reviewed to ensure the safety and well-being of children, staff, parents and others
- the group is consistently complying with specific health and safety acts and/or regulations
- consistency in looking at hazards and risks is established
- procedures to manage or eliminate risks are established and followed in the workplace
- all groups of people - children, parents, staff, visitors etc. - who might be affected are considered. Some may be identified as being particularly at risk
- existing preventative and precautionary measures can be evaluated and reviewed
- necessary changes to procedures are made quickly and all the relevant people are informed.

What are the significant risks in pre-school groups?

All pre-school groups are different and it is difficult to specify precisely what areas of group activity are hazardous and therefore what needs to be assessed. However, groups should examine all the activities and the work environment to identify what could cause harm to people so that they can take precautions to eliminate harm and comply with legislation.

Although not an exhaustive list, some areas to consider are:

- access and departure point
- safe recruitment of staff and volunteers
- staff shortages
- risks of infection and general hygiene
- food hygiene and the preparation, storage and handling of food
- physical and adventure play - indoors and outdoors
- outings and visits
- organising an event
- cleaning up spillages and disposal of bodily waste and fluids
- water activity - indoors and outdoors
- woodwork
- visitors to the group
- trips and slipping hazards - indoors and outdoors, particularly in wintry conditions
- cooking equipment and activities
- fire hazards, such as electrical sockets and appliances, heating apparatus
- storage of cleaning materials
- setting up, packing away and storing equipment
- lifting and handling children and equipment safely.

Information and advice can be obtained from the local health and safety inspector, and also from the local authority's environmental health department. Further advice in connection with general fire precautions should be obtained from the local fire service.

Guidance and literature can be obtained from:

The Health and Safety Executive Scotland (HSE) which has a number of local offices across Scotland. Visit www.hse.gov.uk/scotland. The HSE Infoline is a one stop shop providing you with rapid access to health and safety information and to expert advice and guidance.

Early Years Scotland's Codes of Practice give some guidance on eliminating and minimising risk.

Early Years Scotland recommends that pre-school groups carry out suitable and sufficient risk assessments which identify the significant risks arising out of the work of the group. The purpose of the assessments should be to provide a set of control measures which should be followed whenever a particular activity or piece of equipment is used in the course of the group's work. The control measures should aim to eliminate, or manage and minimise, potential harm or injury to any person, child or adult, engaged in the activity.

Risk Rating

It is possible to rate the potential for risk. The rating is dependent on two factors: the probability of something happening, which is termed the probability rating, and the severity of the consequences should it happen, which is termed the effect rating.

The risk rating is arrived at by multiplying the effect rating by the probability rating.

Groups should use the ratings given below:

Probability Rating

1. Unlikely to happen
2. May occur at sometime
3. Possible and could happen
4. Probable
5. Very likely to happen

Effect Rating

1. Negligible
2. Minor injury or irritation
3. Some injury, not too serious
4. Serious injury or illness
5. Life threatening injury or illness

The level of risk can be described as Low, Medium or High, depending on the calculated risk rating.

A **Low Level Risk** would lie between a risk rating of 1-6

A **Medium Risk Level** would lie between a risk rating of 7-14

A **High Risk Level** would lie between a risk rating of 15-25.

The example for water play shows how risk assessments might be recorded (Appendix 1). Blank pro formas are attached (Appendix 2) to photocopy and use.

Monitoring

As with any aspect of pre-school group activities, it is important to keep a watch on health and safety matters in order to gauge how successfully the group is operating. Monitoring health and safety performance requires the group to regularly examine and check that:

- safety standards and procedures are being implemented
- the controls introduced to eliminate or minimise risk are working
- information and insight gained through monitoring are used to improve practice and procedures
- accidents and incidents are recorded and brought to the attention of appropriate personnel.

If injury, illness or damage to property occurs, or nearly occurs, the group needs to investigate what and why something happened, so that remedial action can be taken to control the risk. The

outcomes of monitoring health and safety performance must feature regularly on the group's management agenda.

Remedial actions, as a consequence of monitoring, may require:

- organisational and policy changes
- group expenditure on resources and equipment
- updating health and safety information to parents
- health and safety training.

Pre-school groups are expected to keep a record of all accidents and incidents which occur during the course of the group's activities. Accident and Incident Record books are available through the Early Years Scotland publications list. Groups should investigate the accident and incident thoroughly to ensure they get to all the underlying causes of the accident/incident. Thorough investigations will help identify the hazards involved and will suggest measures to take to avert such accidents/incidents happening again.

RIDDOR Reporting

RIDDOR stands for the **R**eporting **O**f **I**njuries, **D**iseases and **D**angerous **O**ccurrences **R**egulations 1995.

RIDDOR places a legal duty on employers, the self-employed and those in control of premises to report some work-related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Reports can be made to the Incident Contact Centre (ICC). This allows reports to be made to one single point; it is user friendly, fast and effective. The ICC will forward your report to the correct enforcing authority, there is no need to make any other reports to the Health and Safety Executive or the local authority. For detailed information please see Early Years Scotland's Accident and Incident Record Book.

Reviewing

Monitoring provides information which lets the group review and evaluate its performance in health and safety matters.

The information can:

- show to what extent health and safety policy and standards are being complied with
- identify areas which need attention
- demonstrate what has been achieved.

Examining the accident and incident record provides information about the types of injury and incidents which occur from which an analysis can be made of:

- the immediate and underlying causes of accidents and incidents
- trends in occurrence of accident and incidents
- common features

Assessing all the information will help the group to identify where improvements need to be made and the action necessary to make the improvements.

Conclusion

The information provided in this document should help pre-school groups establish and maintain a healthy and safe environment for all the people involved in its activities. Formulating and implementing a health and safety policy which incorporates risk assessment, helps to establish quality health and safety practices and procedures in the group. People involved in the group are protected; incidents and damage to property are minimised.

A positive and proactive approach to health and safety is nurtured and assured within the group.

Useful Reading

The Health & Safety Executive supplies the following free useful booklets. Telephone 01787 881 165 for a publications list or order form from their website www.hsebooks.co.uk.

A Guide to Risk Assessment Requirements

Five Steps to Risk Assessment

COSHH; a Brief Guide to the Regulations: What you need to know about the Control of Substances Hazardous to your Health Regulations 2002

Managing Health and Safety - 5 steps to success

Successful Health and Safety Management

RIDDOR Explained booklet can be viewed and downloaded from the HSE website at www.hse.gov.uk/pubns/hse31.pdf

The Food Hygiene Handbook for Scotland is available from The Royal Environmental Health Institute for Scotland. Telephone 0131 229 2968

General Information

The Health and Safety at Work Act 1974

The Health and Safety (First Aid) Regulations 1981

Management of Health and Safety at Work Regulations 1992

The Display Screen Equipment Regulations 1992

The Manual Handling Operations Regulations 1992

Provision and Use of Work Equipment Regulations 1992

The Control of Substances Hazardous to Health Regulations 1994

Appendix 1 EXAMPLE

Pre-school group name

Health and Safety Risk Assessment

Date _____

Activity WATER PLAY: INDOORS AND OUTDOORS

1. Purpose To control the risk arising from participating in water play as part of the early years curriculum.

2. Hazards

2.1 The hazards identified in this activity include:

- a. floor surface
- b. electrical sources
- c. setting out and clearing of equipment
- d. water temperature
- e. overcrowding of area
- f. expanse and depth of water e.g. paddling pools, ponds when on outings
- g. adding substances.

3. Scope

3.1 This procedure covers the individual duties and responsibilities of those overseeing the activity and the procedures for controlling the identified risk.

4. Responsibilities

4.1 The pre-school group health and safety officer should:

- make random checks to ensure that adequate safe systems are in place and being observed
- initiate appropriate action if control measures are not observed or are inadequate.

4.2 The pre-school group's management committee should ensure:

- all staff, parents and helpers are aware of the procedures
- children know and understand any pre-school group rules pertaining to this activity
- appropriate equipment and floor coverings are made available to cater for the needs of this activity
- visits to outside water areas are adequately supervised
- a system exists to carry out inspections and maintenance checks on equipment
- a system is in place to report defects.

4.3 Pre-school group staff should:

- conduct a pre-activity check of surface and equipment and ensure any obvious debris or contamination are removed
- report any faults or defects to the group's health and safety officer
- ensure activity is conducted in a safe, constructive manner
- be alert to deteriorating conditions
- check children are wearing appropriate clothing
- make sure children are supervised on visits to ponds/pools
- know what to do in an emergency.

4.4 Pre-school group children should:

- wear appropriate clothing
- follow the group rules in relation to this activity
- participate in an enthusiastic, safe and meaningful manner.

4.5 Parents should:

- alert staff and committee to any medical condition which could prevent a child participating in this activity.

APPENDIX 1: Example

Pre-school group name _____

Assessment carried out by _____

PR = probability rating

ER = effect rating

RR = risk rating

PR x ER = RR

Risk Level = low, medium, high

ACTIVITY: WATER PLAY - INDOORS AND OUTDOORS

Hazards	Person/s Affected	Hazard Effect	PR	ER	RR	Risk Level	Control Measures
a) floor surface - slippery	children/staff/rota helpers	physical injury/minor/ not too serious	2	2	4	low	place activity on a non slip floor cover, wipe up spillages as they occur, prohibit running around water activity, protective clothing supplied, pre-activity check
b) electrical sources	children/ staff/ rota helpers/ helpers/ parents/ others	serious injury/death	2	5	10	med	keep water away from all electrical sources
c) setting out and clearing away	children/ staff/ rota helpers/ helpers/parents/others	minor injury	1	1	1	low	visual check after setting up, set up activity before children arrive and clear away once they have been collected by parent/carer, keep water area tidy, proper handling technique equipment used, equipment conforms to national standard
d) water temperature - cold (e.g. chilling) - hot (e.g scalding)	children	minor injury serious injury	1 2	1 4	1 8	low	test water temperature
e) overcrowding of area	children	minor injury	3	2	6	low	limit numbers at the activity, observe the children and intervene if play behaviour could cause harm
f) expanse and depth of water - indoors - outdoors	children children	drowning or major injury drowning or major injury chilling/sunburn	1 1	5 5	5 5	low low	close adult supervision appropriate for age and stage of development adult supervision at all times, correct adult to child ratio, careful pre-planning by adults, emergency procedures in place, abandon activity when necessary, check weather
g) adding substances to water - e.g. colourings soap flakes, washing up liquid	children	minor injury/irritation	3	2	6	low	prior knowledge of a child's medical history, first aid procedures in place

APPENDIX 2 Model Forms - can be photocopied

Pre-school group name

Risk Assessment

Date

Activity

1. Purpose To control the risk

2. Hazards

2.1 The hazards identified in this activity include:

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3. Scope

3.1 This procedure covers the individual duties and responsibilities of those controlling the activity and the procedures for controlling the identified risk.

4. Responsibilities

4.1 The pre-school group health and safety officer should:

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4.2 The pre-school group's management committee should:

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4.3 Pre-school group staff should:

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4.4 Pre-school group children should:

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4.5 Parents should:

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