



Health and Safety Policy

1. Policy

We firmly believe 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 our efficiency and success.

In recognition of this we will:

- Provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and will provide up to date information about health and safety issues at work.
- Accept responsibility for the health and safety of service users and other people who may be affected by our activities. **Our ELC setting** recognises that we 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, as well as the safety rules which are relevant to their own jobs.
- We will display the [health and safety law poster](#) or provide each **employee** with a copy of the approved leaflet or equivalent pocket card. We will display the poster where our **employees** can easily read it.
- 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. **We** 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 six months.
- Recognise the duty to inform new employees, service users and visitors to **our ELC setting** of its health and safety procedures to ensure that they 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 our ELC setting changes in nature, size and location. To ensure this, the policy and the way in which it has operated will be reviewed every year.

2. Responsibilities

2.1

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 our ELC setting's activities.

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

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

The following are responsible for safety in particular areas:

Name and/or designation/ responsibility

Sophie Startin Manager – Hall and Mud Garden

Kimberlee Taylor Lead Practitioner – Hall and Mud Garden

All Staff – public outings

2.2

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, and 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
 - Keeping the setting and equipment clean and tidy
 - Handwashing
- Report any injury, however slight, to employers, employees, service users, visitors etc.
- Report hazards.
- Keep all fire exits clear and follow procedures if a fire incident occurs.

- Store hazardous substances safely (Control of Substances Hazardous to Health - 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.

3. General Arrangements

3.1 Accidents

We have designated a qualified first aider(s) 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. Our ELC setting complies with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

The trained first aiders are

Sophie Startin
Kimberlee Taylor
Karin Leslie
Rachel Lorimer
Emma Lea Kinch
Laura Ross

We must keep first aid facilities, and at least one member of our ELC setting must be a qualified first aider in compliance with Care Inspectorate standards of having a first aider always trained in paediatric first aid available.

The First aid box is located in

Hall near exit

Appointed person responsible for first aid box

Kimberlee Taylor – Lead Practitioner

Person responsible for reporting incidents to the Incident Contact Centre (ICC)

Sophie Startin – Manager

RIDDOR Reporting

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (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. When appropriate reports will 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 our Accident and Incident Record Book.

Further information can also be found here:

<https://www.hse.gov.uk/pubns/indg453.pdf>

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 (ICC) 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 is listed in our Accident & Incident Record Booklet.

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 -

Filing Cabinet

All accident records must be removed from accident and Incident book and stored in secure file where it will be kept for a minimum of three years from date of entry however it is recommended permanently by (Health & Safety at Work Act 1974) in the ELC settings archives.

An audit of all accidents/incidents will be done monthly as part of our quality assurance. This allows us to record and monitor all accidents/incidents regularly and is instrumental in identifying potential hazards, trends/patterns which can determine any underlying causes. By carrying out regular audits of accidents/incidents will allow us to implement proactive and preventative measures which will reduce the risk of future accidents/incidents.

3.2 Duty of Candor

Please refer to our Duty of Candour Policy

3.3 Dealing with Body Fluids

Proper procedures for dealing with body fluids will be followed, as detailed in the ELC settings Infection Control Policy. Guidelines are in [Health protection in children and young people settings, including education](#)

4. Fire Safety

4.1 Fire Drills

We will carry out and record fire drills at least once per term. The number of drills will be sufficient to allow all staff, as well as 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 always kept clear. Fire extinguishers, smoke and fire alarms will be checked at least annually. Any problems will be reported immediately to the Chairperson and Hall Chairperson

The procedure concerning fire evacuation will be posted on the **ELC settings** notice board. The following procedure will be followed.

Critical Incidents Policy

The local fire service will explain the setting's obligations. There is essential guidance on the fire certificate if the organisation has one.

4.2 Escape Routes

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

Location

Hall, front door, back door through Kitchen

Checked by:

Manger and all staff

Frequency

Daily

4.3 Fire Extinguishers

Location:

Hall and Kitchen

Checked by

Mackenzie

An annual check must be carried out professionally. The setting must ensure this is done either directly or indirectly through their landlord/hall committee.

Frequency

Yearly

4.4 Fire Alarms

Location of 'break glass' alarms

Do not have

4.5 Location of Other Fire Emergency Equipment

Alarm, whistle, or bell (in absence of central system)

Alarm, whistle or bell (in absence of central system)

Whistles on the wall by the fire escape

Fire blanket

Kitchen

Other

Smoke Alarms, tested termly

4.6 Evacuation Assembly Point

Alternative premises to be used in case of complete evacuation:

Location

Old Rayne Primary School

Telephone

01464 635115

Safe route to the location

Along St Lawrence Road

Key holder for premises

No Key holder.

4.7 Fire Warden

The Fire Warden/Marshal is the named person who has undergone the relevant Fire Warden Training and is the person responsible for overseeing the fire safety measures within the ELC setting.

Fire Warden for ELC setting

Sophie Startin - manager

5. New Service Users and Visitors

We could be liable for any actions by service users or visitors, which affect safety on our premises. New service users and visitors may not know what hazards there are and what precautions they should take. It will, therefore, be the responsibility of management to make them aware of the Health and Safety Policy and that they accept their responsibility to abide by the ELC setting's procedures.

6. Pregnant Women

6.1

We believe 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. Parental involvement with our ELC setting's activities will be flexible enough to consider an individual's circumstances. Further information is available via the Health and Safety Executive - <https://www.hse.gov.uk/mothers/>

6.2

If a staff member is pregnant, management/committee 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.

7 Hazards

7.1 Smoking

Smoking is **NOT** permitted in any part of the building or grounds. We will follow the Smoke Free Workplace Policy available within MyEYS and Educate employees about the smoking regulations and the importance of compliance.

7.2- Scalding

Within our ELC setting we will take the utmost precaution to prevent scalding incidents within our setting these measures are set out in The Care Inspectorates [Prevention and Management of Scalding Episodes in Daycare of Children and Childminding Services.](#)

Scalds are caused by hot liquids/steam.

We will take precautions to ensure all hot foods including soups are cooled to safe temperatures before being served. Whilst we promote children's independence at mealtimes when serving hot liquids such as soups, this will be brought to the children rather than children collecting and carrying them.

We will ensure that no boiling/hot water is taken into any area that the children are in. This includes water used for cleaning and any hot beverages.

If a scald takes place, First Aid procedures will be adhered to immediately.

7.3 Violence and Abusive Behaviour

We 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 **setting**; 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 **ELC setting'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. We do 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 **setting**. 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 **setting** and/or referral to the police.

7.4 Housekeeping and Premises

The setting will maintain a healthy and safe environment in all aspects of routine practice.

List or attach the **ELC settings** rules/rosters for:

- Cleanliness - staff will check the toilets, playroom and resources for cleanliness at the beginning of each session. If necessary, items will be cleaned or removed until they can be cleaned.
- We ensure the environment is a comfortable temperature - will regularly monitor workplace temperatures to ensure they are within the recommended range. The temperature in a workplace should normally be at least 16 degrees Celsius.
- Fresh air should be available in all main rooms used by children. The ventilation should be suitable to the specific area.
- We will provide natural ventilation by opening windows which allows natural air to circulate.
- Waste disposal - normal waste will be disposed of in waste bins provided. Food waste will be disposed of in the designated composting bin. Nappies and other waste with body fluids will be disposed of in accordance with infection control policy guidelines. All bins will be emptied at the end of each session. Children's security - a register will be kept showing which children

and adults are present at a session. Children exiting the playroom will be monitored by a staff member. Children and parents will be escorted in and out of the service by a member of staff. [The Care Inspectorates Keeping Children Safe: Supporting Curiosity and Exploration in Early Learning and Childcare](#) gives lots of information and guidance in keeping children safe within the setting.

- Safe stacking and storage of equipment - lifting and handling of equipment will be carried out in accordance with training and health and safety guidelines. Resources will be stored in a safe manner and where stacking is necessary, they will not be stacked above shoulder height.
- Checking play equipment - each play resource will be inspected for cleanliness and damage, before being made available to the children. Resources will be cleaned before being put away.
- Checking outdoor play spaces - these should be checked for example for glass, needles etc. prior to use. (See health and safety checklist.)

7.5 Checking Electrical Equipment

Procedure for inspecting plugs and cables for loose connections and faults will be complete through the health and safety checklist. Suggested annual PAT testing (Portable Appliance Testing) should take place on all electrical equipment/installations. <https://www.hse.gov.uk/pubns/priced/hsg107.pdf>

7.6 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. Although there should not be dangerous substances stored on the premises, there are substances which, if misused, can be dangerous, such as bleach, washing-up liquid, disinfectant, glues, paint, sand, Tippex and Tippex Fluid, solvents, aerosols etc.

7.7 Lifting and Handling

Staff and volunteers will be appropriately trained in terms of lifting and handling both children and pieces of equipment. The setting should identify those pieces of equipment which are too heavy or awkward for one person to lift or manoeuvre safely and 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: [Manual handling at work - Musculoskeletal disorders - HSE](#)

Local Environmental Health Office:

Tel: 01467 539039

Website:

<https://www.aberdeenshire.gov.uk/environment/environmental-health/contact-environmental-health>

Fire Safety Officer/Local Authority Fire Department:

Tel: . 01224 728600

Website: <https://www.firescotland.gov.uk/>

Health & Safety Executive Scotland Telephone:

Tel 0845 345 0055

Website www.hse.gov.uk/scotland

Early Years Scotland Centre:

Tel 0141 221 4148

Website <https://earlyyearsscotland.org/>

Health & Safety Risk Assessment Guidance

8. Health & Safety Risk Assessment

8.1 Why?

The [Health and Safety at Work Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#) 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, we recommend that the significant findings of the assessment are recorded.

8.2 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.

8.3 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.

We are responsible for the safety and wellbeing of the children attending the group. We 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. We have a duty to eradicate or control any risks to children, staff, parents, and others who are associated with the work of the group.

We will:

- 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 meetings.
- accurately record and report accidents or incidents as they occur.
- Carry out a review every six months to ensure risks are being managed or eliminated appropriately and to identify new or emerging risks.



The effective implementation of our health and safety policy requires the commitment and involvement of staff, parents, children, and other adults. We maintain a safe, healthy and secure environment. The health and safety officer(s) is/are responsible in undertaking the task of review, however, 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.

8.4 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.
- [Scottish Social Services Council \(SSSC\) Codes of Practice](#) give some guidance on eliminating and minimising risk.

We will carry out suitable and sufficient risk assessments which identify the significant risks arising out of the work of the group. The assessments will be used to provide a set of control measures which will be followed whenever a particular activity or piece of equipment is used during the group's work. The control measures aim to eliminate, or manage and minimise, potential harm or injury to any person, child, or adult, engaged in the activity.

8.5 Risk Assessment Process/ Risk Benefit Process

Our settings Risk Assessments and Risk/Benefit Processes will be carried out using advice from HSE and Play Scotland.

Risk Assessment templates and examples from HSE can be accessed [here](#)

Risk Benefit support can be accessed [here](#)

8.6 Monitoring

As with any aspect of group activities, it is important to keep a watch on health and safety matters to gauge how successfully [our ELC setting](#) 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, we need 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 [our ELC setting's](#) management agenda.

Remedial actions, because of monitoring, may require:

- Organisational and policy changes.
- The ELC setting's expenditure on resources and equipment.
- Updating health and safety information to parents.
- Health and safety training.

We will keep a record of all accidents and incidents which occur during our ELC setting's activities. We will do this by using an Accident and Incident Record book.

We will investigate the accident and incident thoroughly to ensure we get to all the underlying causes of the accident/incident. Thorough investigations will be used to identify the hazards involved and will suggest measures to take to avert such accidents/incidents happening again.

8.7 Reviewing

Monitoring provides information which lets our ELC setting 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.

We will assess the information in order to identify where improvements need to be made and the action necessary to make the improvements.

9. GDPR

In line with GDPR policy all completed forms detailing any Health and Safety information involving personal details will be stored securely as per GDPR guidance

Monitoring of this Policy

It will be the responsibility of Sophie Startin to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Parents should be made aware of this policy through the parents' handbook and the enrolment procedure.

We commit to annual reviewing and updating of this policy to ensure ongoing compliance with Health and Safety legislation. We will monitor changes in legislation and best practices to keep the policy current and effective.

Links to National Policy

Please refer to the EYS Early Years External guidance glossary which can be found within MyEYS for the most up to date links.

The purpose of this Early Years External Guidance Glossary is to offer a comprehensive collection of links and documents from external organisations. These resources form the foundation of the policies and procedures used within your ELC setting