



Health & Safety Policy

We firmly believe that the adequate provision for essential to childcare 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 we 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. 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 our activities.

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

The owner will have overall and final responsibility for health and safety and for this policy being carried out at all the premises and all during all activities involving Little Rookies.

Notes

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 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, of 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 owner.

General Arrangements

Accidents

We have designated qualified first aiders who will deal with any injury requiring treatment and we maintain a clearly marked, accessible workplace compliant first aid kit. The first aid kit will be replenished and audited regularly. We comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

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.

All accident records must be kept for a minimum of 3 years from date of entry however when dealing with a child we will keep a record of any accidents or incidents until the child is 21 years and 3 months old.

Dealing with Body Fluids

Proper procedures for dealing with body fluids will be followed, as detailed in our Infection Control Policy.

Administration of Medication

- Written consent will be obtained from parent/carers for the administration of all medication. Little Rookies administration of medication guidelines will be followed.
- Staff will be given the appropriate training for administering authorised medication by a health professional or competent parent/carer. 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 and must be clearly marked with the child's name and Date of Birth.

Medication Administration Recording System (MARS)

A Medication Administration Recording System must be kept by the child's key worker.

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. As recommended by The Care Inspectorate, a separate page is kept for each child within the MARS to ensure confidentiality and 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 child's key worker.

General

Fire Safety

- Little Rookies 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 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 serviced/checked at least annually.
- Any problems will be reported immediately to the manager or owner.

New Service Users and Visitors

We 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. Therefore our staff will ensure that they are made aware of the Health and Safety Policy and that they accept their responsibility to abide by our procedures.

Pregnant Women

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 activities will be flexible enough to take into account an individual's circumstances.

If a staff member is pregnant, we 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.

Hazards

Smoking

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

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 Little Rookies 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 our disciplinary procedures up to and including dismissal. It could also lead to a referral to the SSSC, if appropriate, and/or to the police.

Little Rookies 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. 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 at Little Rookies and/or referral to the police.

Housekeeping and Premises

- We will maintain a healthy and safe environment in all aspects of routine practice.

Cleanliness

- Staff will check the toilets, play room and resources for cleanliness at the beginning of each session. If necessary items will be cleaned or removed until they can be cleaned.

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 the infection control policy. 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 play room will be monitored by a staff member.
- Children and parents will be escorted in and out of the service by a member of staff.
- A visitor log book will be kept - outlining arrival time/departure time and reason for visit.

Safe stacking and storage of equipment

- Lifting and handling of equipment will be done 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.

Checking Electrical Equipment

- Procedure for inspecting plugs and cables for loose connections and faults will be complete through the daily risk assessment.

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.

Other Important Hazards

Lifting & Handling

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

This list is not exhaustive, staff will have a duty of care to risk assess and follow procedures throughout the day. Any risks found, should be notified and dealt with as soon as possible.

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