



Policy

Health & Safety

This policy is based on our obligations under the Health and Safety at Work Act 1974 to ensure as far as reasonably possible the health, safety and well being of all the employees and persons who might be affected by the undertakings and activities of Dunscore Pre-school Centre. Other relevant

Acts are listed in Appendix One.

- Dunscore Pre-school Centre will provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and will provide such information and training as they need for this purpose.
- It accepts its responsibility for the health and safety of 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.
- It will 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.
- All staff and committee members will have a working knowledge of this policy.
- Relevant training in health and safety matters will be undertaken by designated staff. All other employees will receive the training necessary to ensure that they are able to do their job safely.
- Potential hazards and risks will be identified and written risk assessments undertaken. These will be reviewed annually by staff and committee. As far as is reasonably practicable, measures to reduce and minimise risk and potential hazards will be introduced.
- Dunscore Pre-school Centre recognises its duty to inform new members and visitors 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.
- This policy will be kept 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 by the chair, play leaders and the committee.

Procedure

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are as follows.

The committee has overall and final responsibility for health and safety and for this policy being carried out at Dunscore Pre-school Centre. Whilst the manager has responsibility for the day to day running of the session. All employees have a responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health or safety problem which they are not able to put right, they must tell the Manager, if this can not be rectified then the committee must be informed and advice sought from an appropriate body or professional.

Accidents

Dunscore Pre-school Centre has designated qualified first aiders. The manager is a trained first aider and all other staff are encouraged to undertake relevant first aid training as soon as possible.

A clearly marked, accessible workplace compliant first aid kit is maintained. The Health and Safety officer on the committee is responsible for this and ensuring termly checks of it are made and that it will be replenished regularly.

We comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013. Full details of this are in the attached HSE leaflet. The person responsible for reporting such incidents to the Incident Contact Centre is the Manager.

All accidents to any child or adult are recorded in the accident and incident book. This is recorded in duplicate and for a child one copy is given to the child's parent/carer. The current accident record book is kept in the First Aid Box and all accident records are kept permanently in the group's archives.

Dealing with Body Fluids

Proper procedures for dealing with body fluids are followed as detailed in the [Infection Control Policy](#)

Administration of Medication

Written consent is obtained from parent/carers for the administration of medication. (For insurance purposes the EYS administration of medication guideline must be followed.). When necessary, staff will be given the appropriate training for administering authorised medication. All medication is safely and securely stored under the correct storage conditions. Full details are outlined in the [Medication Policy](#).

General Fire Safety

The group carries out and records fire drills at least 3 times per year. Adults are trained in fire drill procedures and know the location of the evacuation assembly point. Fire exits include the main door, fire exit door and the cupboard window. Fire exits are kept clear at all times. The exits from both playrooms are checked daily during the playleader's daily checks.

The fire extinguisher (located in the front hall) and other fire equipment is inspected annually by Chubb or other professional qualified organisation. Fire Whistles are located at the entrance to both playrooms and the kitchen. In case of fire, the procedures outlined in the [fire and emergency policy](#) must be followed. These are clearly displayed in each playroom.

Smoke Alarms on the playroom ceilings are tested at the annual electrical checks.

Evacuation Assembly Point

Dunscore Primary School yard taking own telephone.

Alternative premises to be used in case of complete evacuation:

Location: Dunscore Primary School.

Telephone 01387820242.

New Members & Visitors

Dunscore Pre-school Centre could be liable for any actions by new members, or visitors, which affect safety on its premises. New members and visitors may not know what hazards there are and what precautions they should take. The group will ensure that everybody accepts and abides by its procedures. The Health and Safety Officer is responsible for passing on information about any relevant safety issues to the committee and other parents, whilst the manager or senior member of staff on duty will explain any relevant safety and protection issues to visitors or other adults in the centre.

Training, Advice & Consultancy

Advice and information on suitable training on health and safety matters will be obtained from a range of sources, including:

- Local Health and Safety Inspector's Office
- GP Surgery
- Fire Officer/Fire Department
- Health & Safety Executive
- EYS Centre
- Local EYS Development Worker Clare Carson
Dumfries & Galloway Council

Hazards

Smoking

Smoking is not permitted.

Housekeeping and Premises

The group endeavours to maintain a healthy and safe environment in all aspects of routine practice.

Cleanliness:

- Staff - clean tables after snack and toilets at the end of each session; as well as general day to day cleaning, vacuuming etc. A range of regular cleaning tasks are also undertaken by playleaders and recorded in the cleaners log.
- Checks are made using Daily Check List

Waste disposal :

- Inside bins are regularly cleaned and emptied
- Outside bin is put out and collected on a Tuesday morning
- Procedures from Infection Control Policy are followed and implemented

Children's security:

- Procedures from Child Protection Policy are followed and implemented

Safe stacking and storage of equipment:

- Equipment is stored in the walk in cupboard, or in the porch.
- None of these areas are accessible to the children during the sessions
- If equipment is stored in the outside shed checks are made to ensure this is safe before the children have access to it.

Checking play equipment

- Daily checks of equipment are carried out and recorded using daily check list
- All equipment, games etc are checked when they are put out for use.
- If they are found to be unsuitable they are removed from use and either action is taken or a record is made to rectify the problem

Special access to particular places

- Children are not allowed in the cupboard spaces

Checking outdoor play spaces

- Outdoor area is checked by the senior member of staff each morning

Checking Electrical Equipment

- Annual PAT (portable Appliance Testing) is carried out on electrical equipment and installations.
- Staff are vigilant in inspecting plugs and cables for loose connections and faults.
- Care is taken that extension leads are positioned carefully so that they do not present a hazard (both physical or electrical)

Dangerous Substances

All such substances are only used for specified purposes by adults or under adult supervision. All potentially dangerous substances will be stored out of the reach of children on the top shelf of the cupboard, on high window shelf in the toilet area or the high storage cupboards in the toilet area. These substances include bleach, disinfectant, other cleaning fluids and solvents.

Lifting & Handling

The paint stand, workbench, sandpit and shute are too heavy or awkward for one person to lift or manoeuvre safely. They must be carried using at least two people. Lifting must be carried out using bent knees not the back.

Others

Plastic Gloves are stored in the toilet area and the first aid box

The emergency illness kit is stored in the toilet area.

Detailed procedures for each room and activity are considered in the relevant Risk Assessment.