



# Health and Safety Policy

**This policy was adopted at a meeting of:**

**East Craigs Playgroup**

Academic Year 2022/23

**Signed:** Caroline Wilkinson

**Designation:** Manager

## **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. The group 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.
- 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 six months.
- Recognise the duty to inform new employees, service users and visitors to the group 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 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.

## **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 the group's activities.

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

Caroline Wilkinson, 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.

## **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 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 are all qualified first aiders and will deal with any injury requiring treatment and maintain a clearly marked, accessible workplace compliant first aid kit. The first aid kit will be replenished regularly. The group complies with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

The trained first aiders are

Caroline Wilkinson, Karen Simpson, Melanie Dickerson and Nicole Simpson

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.

The First aid box is located in the playgroup kitchen cupboard.

Appointed person responsible for first aid box : Caroline Wilkinson, Manager

Person responsible for reporting incidents to the Incident Contact Centre (*ICC*): Caroline Wilkinson, 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.

**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](http://www.riddor.gov.uk) or [www.hse.gov.uk](http://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](http://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 (location)

The Pencil case on the name register table at the front door.

All accident records must be kept for a minimum of three years from date of entry.

### **3.2 Dealing with Body Fluids**

Proper procedures for dealing with body fluids will be followed, as detailed in the group's Infection Control Policy. Guidelines are in Health Protection Scotland's [Infection Prevention and Control in Childcare Settings, May 2018](#).

## **4. Fire Safety**

### **4.1**

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 kept clear at all times. Fire extinguishers, smoke and fire alarms will be checked by Costorphine Dynamo Hub. Any problems will be reported immediately to <http://www.corstorphinedynamo.co.uk/>

The procedure concerning fire evacuation will be posted on the group's notice board. The following procedure will be followed:

### **EMERGENCY FIRE ACTION PROCEEDURE**

**Group Name – East Craigs Playgroup**

**Policy updated – September 2022**

#### **ON DISCOVERING A FIRE:**

- **RAISE** the alarm by operating the nearest fire alarm. The alarms

**are situated at the fire exit doors.**

- **EVACUATE** the Playgroup building and meet at the goalposts.
- **CALL** the Fire Brigade.
- **PLAYGROUP DUTIES** – Caroline Wilkinson – register and mobile  
Karen Simpson – gather all the children  
Nicole Simpson – changing room and kitchen  
Melanie Dickerson – toilets and cupboard

**ONLY FIGHT THE FIRE ONCE YOU HAVE DONE ALL OF THE ABOVE AND YOU ARE ABSOLUTELY CERTAIN IT IS SAFE TO DO SO. THERE IS A FIRE BLANKET IN THE KITCHEN AND THERE ARE FIRE EXTINGUISHERS IN THE MAIN HALL.**

**ON HEARING THE FIRE ALARM:**

- **EVACUATE** the Playgroup building and meet at the goalposts.
- **PLAYGROUP DUTIES** – Caroline Wilkinson – register and mobile  
Karen Simpson – gather all the children  
Nicole Simpson – changing room and kitchen  
Melanie Dickerson – toilets and cupboard

## **4.2**

### **Escape Routes**

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

Location :     Hall Main outer door  
                    Away Team changing room outer door

Checked by: Staff  
Frequency: Daily

## **4.3**

### **Fire Extinguishers**

Location: Main Hall

Checked by : Costorphine Dynamo Hub  
Frequency: Annually

## **4.4**

### **Fire Alarms**

The hub is fitted with smoke alarms

Tested by : Costorphine Dynamo Hub  
Frequency :Annually

#### **4.5**

#### **Location of Other Fire Emergency Equipment**

Fire blanket: Kitchen

#### **4.6**

#### **Evacuation Assembly Point**

Gyle Park Goal posts outside hub

- Safe route to the location: Out of building down the steps and across the football pitch.

### **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 group'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 the group activities will be flexible enough to take into account 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, 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.

### **7 Hazards**

#### **7.1 Smoking**

Smoking is not permitted in any part of the building. Staff are not permitted to smoke whilst playgroup is in session

## SMOKE FREE POLICY

Group Name – East Craigs Playgroup

Policy updated – September 2022

### PURPOSE

This Policy has been developed to protect all employees, customers and visitors from exposure to second hand smoke and to assist compliance with the SMOKING, HEALTH AND SOCIAL CARE (SCOTLAND) ACT 2005. It is the policy of East Craigs Playgroup that our workplace is smoke free and all employees have a right to work in a smoke free environment. The Policy came into effect on 26 th March 2006. Smoking is prohibited throughout the entire workplace, including designated outdoor play areas, with no exceptions. This Policy applies to all employees, members and visitors.

THE EXTERNAL AREA WHERE EMPLOYEES, MEMBERS AND VISITORS CAN SMOKE IS IN THE CAR PARK AREA.

### IMPLEMENTATION

Overall responsibility for Policy implementation and review rests with the Manager. All staff are obliged to adhere to and facilitate the implementation of this Policy. The Manager shall inform all existing employees, members and visitors of the Policy and their role in the implementation and monitoring of the Policy. They will also have to give all new members of staff a copy of this Policy. Appropriate “No Smoking” signs will be clearly displayed at the entrances to and within the premises.

### NON COMPLIANCE

Disciplinary procedures should be followed if a member of staff does not comply with this Policy. Procedure, below of this document should be followed if a member or visitor does not comply. Those who do not comply with the Smoking Law are also liable to a fixed penalty fine and possible criminal prosecution.

### WHAT TO DO IF THE SMOKING BAN IS IGNORED

We are confident that the majority of people will respect the Law on smoking. However it is important that you know what to do if someone does not continue to smoke:

- draw the person’s attention to the “No Smoking” signs and remind them that they are committing an offence and politely ask them to stop smoking
- advise the person that it is also an offence for the Manager to let anyone smoke
- explain to them that the Playgroup has a smoke free Policy to ensure a safe working environment for everyone

If the person smoking is an employee:

- if your warning has been ignored, immediately ask them to leave the premises
- if the person refuses, implement your normal disciplinary

procedure for antisocial / illegal behaviour in the workplace

- maintain a record of all such incidents and outcomes

If the person smoking is a customer:

- explain that staff are obliged to refuse service if they continue to smoke

- if the costumer carries on smoking, ask them to leave the premises

- if the customer refuses, implement the normal procedure for anti social / illegal behaviour in the premises
- maintain a record of all such incidents and outcomes

In all cases where physical violence or intimidation is threatened or encountered, seek assistance from the Police.

## **7.2 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 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. 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 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.

## **7.3 Housekeeping and Premises**

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

List or attach the group's 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.
- Waste disposal - normal waste will be disposed of in waste bins provided. Nappies are disposed of by parents see out NAPPY CHANGING POLICY
- 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.
- 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.)

#### **7.4 Checking Electrical Equipment**

Procedure for inspecting plugs and cables for loose connections and faults will be complete through the health and safety checklist. Annual PAT testing (Portable Appliance Testing) should take place on all electrical equipment/installations.

#### **7.5 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.

#### **7.6 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: [www.hse.gov.uk](http://www.hse.gov.uk)

#### Health & Safety Executive Scotland Telephone:

Tel 0845 345 0055

Website [www.hse.gov.uk/scotland](http://www.hse.gov.uk/scotland)

#### Early Years Scotland Centre:

Tel 0141 221 4148

Website [www.earlyyearsscotland.org.uk](http://www.earlyyearsscotland.org.uk)

## 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 in order 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](http://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 in the course of 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 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.*  
We will use the ratings given below:

#### Probability Rating

1. Unlikely to happen
2. May occur at some time
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.

### 8.6 Monitoring

As with any aspect of 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, 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 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.

We will keep a record of all accidents and incidents which occur during the course of the group'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 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.

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

### 8.9 Useful Reading

- The Health & Safety Executive supplies the following free useful booklets. which can be ordered from their website [www.hsebooks.co.uk](http://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  
Visit: [https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/coshh\\_2005\\_brief\\_guide\\_indg136.pdf](https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/coshh_2005_brief_guide_indg136.pdf)
- Managing Health and Safety - 5 steps to success
- Successful Health and Safety Management
- Reporting accidents and incidents at work A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Visit: <https://www.hse.gov.uk/pubns/indg453.htm>
- Visit: <https://www.hse.gov.uk/riddor/>
- The Food Hygiene Handbook for Scotland is available from The Royal Environmental Health Institute for Scotland. Telephone 0131 229 2968 Visit: <https://rehis.com/>
- Health and Social Care Standards – My Support, My Life  
Visit: <https://beta.gov.scot/publications/health-social-care-standards-support-life/documents/00520693.pdf>