



Health and Safety Policy

This policy was adopted by:

Soroba Young Family Group (SYFG)

on *4th February 2020*

Signed: Designation:

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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 SYFG 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.

SYFG 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

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Policy

This is the Health and Safety Policy of Soroba Young Family Group (SYFG), 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 in the policy folder by the Manager and a copy placed on the group's notice board.

Section A

Policy

SYFG 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 SYFG 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

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- 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:

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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.

The 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 duty of care to ensure their areas are safe and free of hazards including environment, equipment and resources and adhering to risk assessment procedures for each room/area and that they themselves adhere to Health and Safety procedures in their day to day practice.

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 group's Infection Control Policy in relation to

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- 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

SYFG has designated first aiders 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 complies with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

For first aid: (2) Rachael Turnbull, Claire Maitland and Isla Munro

First aid boxes are located the kitchen cupboard above the cooker, one in the office and one on each of the going out bags.

Appointed person responsible for first aid box (3): Manager/senior Practitioner

Person responsible for reporting incidents to the Incident Contact Centre (4): *The Centre Manager*

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 folder is in the office

All accident records must be kept for a minimum of 3 years from date of entry however it is recommended permanently by (Health & Safety at Work Act 1974) 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

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Written consent will be obtained from parent/carers for the administration of all medication. SYFG 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 and must be clearly marked with the child's name with a pharmacy label attached.

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.

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 (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.

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

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Go to <http://www.hps.scot.nhs.uk/resourcedocument.aspx?id=2914>

General

Fire Safety

The Manager 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 the Centre Manager

The procedure concerning fire evacuation will be posted on the group's Visitor's Book. The following procedure will be followed (6):

Visitors to follow the staff member and children in the same room to the fire exit, ensure fire door is closed by last person out.

Assembly point on the adjacent path on Shuna Terrace.

Hall Staff Member will take the register and take a role check of all children and Adults.

Occupants of Fish, Tiger Room, children's toilets and office to exit via the Tiger Room fire exit. Hall, snack and baby change to exit via the main door. Occupants of big room in 6b to exit via fire exit and occupants of small room in 6b and toilets to exit via main door.

All toilets to be checked during evacuation to ensure there are no people left in the building.

Escape Routes (7)

Location of

8A and 6B Scalpay Terrace Closes, main entrance of 8A and 6B Scalpay Terrace

Checked by

Staff member in each room

How often

Daily

Fire Extinguishers

Location of

Main Porch

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Checked by (8)

Adam Fire

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How often

Annually

Fire Alarms

Location of 'break glass' alarms

Main Hall

Tested by (8)

Manager

How often

Weekly

Location of Other Fire Emergency Equipment

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

Main Hall

Fire blanket:

Kitchen

(6) The local fire service will explain SYFG 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. The manager must ensure this is done either directly.

Evacuation Assembly Point

Shuna Terrace

Key holder for premises

Rachael Turnbull

Anita Carson

Isla Munro

Training

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

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Health & Safety Executive
Emergency Line: 0345 300 9923

Local Authority Fire Department
01631 569995

New Service Users and Visitors

SYFG 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 SYFG staff 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

SYFG 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.

Parental Involvement with the group activities 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.

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Section C

Hazards

Smoking

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

Violence and Abusive Behaviour

SYFG 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.

SYFG 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 SYFG. 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

SYFG 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.
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 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 their staff member. Children and parents will be escorted in and out of the service by a member of staff.

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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 (these should be checked for example for glass, needles etc prior to use) see health and safety checklist.

Checking Electrical Equipment

Procedure for inspecting plugs and cables for loose connections and faults will be complete through the health and safety checklist. (12)

Notes

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

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)

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.

Notes

13) Although there should not be dangerous substances stored on the 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

(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).

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Local Environmental Health Office:

Tel: **01546 605519**.

Health Centre/GP Surgery:

Lorn Medical centre.
Tel: 01631 563175

Fire Safety Officer/Local Authority Fire Department:

Tel: 01631 569995

Health & Safety Executive Scotland Telephone:

Tel 0845 345 0055

Website www.hse.gov.uk/scotland

Early Years Scotland Centre:

Tel 0141 221 4148

Website www.earlyyearsscotland.org.uk

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Health & Safety Risk Assessment Guidance

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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, SYFG 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.

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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.

SYFG 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. 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. SYFG maintain a safe, healthy and secure environment. All staff are responsible in undertaking the task of review, however parents, committee members 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.

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. <http://www.sssc.uk.com/about-the-sssc#codes-of-practice>

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SYFG 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.

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.

Stay Play and Learn will 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).

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.

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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.

SYFG keep a record of all accidents and incidents which occur during the course of the group's activities. SYFG do this by using an Accident and Incident Record book. SYFG will investigate the accident and incident thoroughly to ensure they 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.

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. 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.

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

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

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Conclusion

Through this policy SYFG aims to establish and maintain a healthy and safe environment for all the people involved in its activities. We recognise that 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

Health and Social Care Standards – My Support, My Life
<https://beta.gov.scot/publications/health-social-care-standards-support-life/documents/00520693.pdf>

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

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