

Polasaithe Naíonra Céimeanna Beaga

Polasaí 28: Sábháilteachta _ Health and Safety



Gleann Aibhne,
Br. An Ghoirt,
Inis,
Co. an Chláir.

Stiúrthóir: Katie Uí Chaoimh, Fón: (086) 2114881

r-phost: naionragmc@gmail.com

Suíomh gréasáin: www.gmci.ie/naionra

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1. Polasaí Sábháilteachta

Tá Teastas Céad Cabhrach suas chun dáta ag gach ball den fhoireann. Má bhíonn eachtra/timpiste beag sa Naíonra, beidh tuairisc scríofa den timpiste agus sínithe ag an stiúrthóir i láthair. Iarrtar ar an tuismitheoir/caomhnóir an tuairisc a shíniú freisin. I gcás eachtra/timpiste níos práinní, cuirtear glooch ar an otharcharr, an dochtúir áitiúil agus an tuismitheoir/caomhnóir láithreach. Is ga go líonfadh an fhoirm liachta faoin leanbh isteach agus í a sheoladh ar ais chugainn roimh don leanbh freastal ar an Naíonra.

2. Health and Safety

It is our aim to comply with all legislation in force in the area of safety and hygiene including:

- Child Care Act 1991 (Early Years Services) Regulations 2016.
- Fire Services Act 1981.
- Safety; Health and Welfare at Work Act, 2005.
- Building Regulations 1997 – 2006.
- Ensure the health well-being, and personal safety of all users while on the premises.
- have proper accident prevention and emergency procedures agreed and shared with all facility users.
- Ensure all agreed safety procedures are reviewed and followed consistently.

Responsibilities of Employees:

Employees shall:

- Take reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work.
- Familiarise themselves with and always conform to, the organizations Safety, Health and Welfare policy as detailed in the Safety Statement.
- Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
- Use any suitable appliance, protective clothing, convenience or equipment in such a manner so as provide the protection intended for securing their Safety, Health and Welfare while at work.
- Conform to all instructions given by the Manager and others responsible for Safety, Health and Welfare.
- Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
- Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Manager.
- Report to the Manager immediately all accidents, damage, defects or issues of safety. This includes accidents or near misses, whether persons are injured or not.
- Ensure that specific statutory training i.e. manual handling and first aid, is completed and updated as required.

Employees shall not:

- Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
- Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. Please report any medical issue likely to affect your safety or that of the children or your colleagues as soon as possible to management.

Staffing:

- It is vitally important the service has the recommended ratio of adults to children on the premises.
- Staff will have up to date first aid training.
- At least two members of staff will be on the premises at all times.
- The arrival and departure of adults must be made clear and kept on record daily.
- Adults must not drink hot beverages in the room with the children.

Supervision of Children:

- The arrival and departure of children must be made clear and kept on record daily.

- Appropriate procedures are to be taken to ensure children are always supervised indoors and outdoors.
- Care is taken to ensure children cannot leave the premises undetected.
- Children must be shown and explained the importance of being careful with toys and objects, e.g. How to carry pencils, scissors, and chairs. It is explained that we always sit while eating and never run in the building.

Equipment and Facilities:

- In planning the layout of the room, emphasis is given to minimising safety risks and allowing clear space whilst ensuring that activities are carefully monitored.
- All areas to be checked daily upon arrival into rooms, and routinely during the day.
- External exits to be kept clear and unobstructed at all times. In the classroom keep doorway clear and accessible at all times.
- Check all equipment and work areas to ensure it is safe to use prior to using it. Where a defect of safety concern is identified, do not use the equipment until it has been cleared for use by the Management.
- There is a phone in the building at all times.
- All water in the children's wash basins are thermostatically controlled, if you suspect that the water is too hot for the children; please report to this to Management.
- Ensure all sockets not in use have safety finger guards in place.
- All equipment should be turned off every evening on locking up, windows and patio doors secured, and all waste material disposed of.
- Toys are to be picked up/tidied away when not in use. All toys with loose pieces or broken removed from use until they are fixed/made safe.
- Special attention must be paid to the outdoor environment.

Cleanliness and Hygiene:

- Cleaning and disinfection policies are documented and monitored daily. Reducing cross contamination by using specific cloths (separate cloths for classroom, art/craft, accident and toilet cleaning) and adequate cloth changing must always be implemented.
- A clean as you go policy is in place, floor space in classrooms and walkways must be kept tidy and unobstructed. Storage is provided in each classroom, and must be used to reduce hazards. Food is consumed at tables only and areas are cleaned after meals to remove spillages. All spillages must be cleaned immediately and wet floor sign displayed.
- All work rooms in particular toys or child contact surfaces cleaned and disinfected regularly. All body fluids to be cleaned up and area disinfected, cloth used to be disposed of. Disposable gloves to be used. Regularly sanitize hands during the day.

Fire Safety:

- Fire exits are not locked and access is kept clear at all times with fire extinguishers close to main exit / access. Fire extinguishers are checked annually.
- A standard fire drill is carried out monthly and records are kept.

Accidents and Incidents:

- Any injury must be reported and details of the accident are to be recorded in the accident book or Accident /Incident Form.
- Incidents of violence against staff, including verbal abuse, will be investigated and appropriate action will be completed by management with the member of staff.
- Minor accidents/injuries will be treated on the premises and parents/guardians / guardians will be notified of the injury and action taken.
- We have an agreement with a local Doctor in case of accidents or sudden illness.
- First Aid box easily identifiable and located in an area known to all staff members. The contents of the First Aid Box are checked once a month.

Medicines:

- Medicine can only be administered to children upon the written consent of their parents/guardians, or upon direction from management (after consultation with the child's parents/guardians). Please ensure that you have another member of staff present with you to verify the medicine administered. Both staff are to sign the medicine form. This practise is to protect you from dangerous occurrences.
- Medicines should be stored appropriately and safely away from the children

Health and Illness:

- All staff should have up-to-date rubella and tetanus vaccinations as a minimum. Additional checks/vaccinations such as TB, polio or Hepatitis A should be maintained as good practise.
- An exclusion policy applies for all persons suffering from an infectious disease in the service for both staff and children. Any person suffering from diarrhoea or vomiting, infectious cough/upper respiratory tract infection, communicable parasitic infection on hands/arms (scabies etc) shall be excluded from the service until symptoms subside and the person has been medically cleared to return.
- Any person returning to work following an absence that could have health and safety implications (infectious disease, back complaint) must provide Fitness to Work Cert from their doctor.
- No person may work while under the influence of alcohol or illegal drugs, as this may affect their personal health and safety or that of any other person.
- The service prohibits smoking in all work areas, within the building and on its grounds.
- A worker specific risk assessment shall be completed, when Management is notified of the pregnancy of an employee. Suitable controls shall be introduced in to the workplace to ensure the work completed by the employee in question does not pose a risk of injury or ill health to mother/baby, so far as is

reasonably practicable. In particular, issues around lifting or carrying children, furniture, equipment, materials, seating provisions.

Dress Code

- All staff must wear suitable clothing (smart casual)
- All staff must wear flat suitable shoes; open toed sandals etc, are not permitted.

Manual Handling:

- Do not lift if you feel the load is too heavy, 2-person lift is advised.
- If you are moving tables on your own, push tables where possible rather than lifting.

Partnership with parents/guardians:

All parents/guardians are made aware of the service's procedures including arrival and departures, parking etc.

Insurance:

Adequate insurance cover is in place for children against injury while attending the service. This is reviewed annually by the Manager.