

HEALTH AND SAFETY STATEMENT

Risk Management Document

(to be read in conjunction with full
Policy and Procedure document and Staff Handbook)

Little Stars on the Lane
1 Seagreen Gate, Greystones

Updated: 30/05/2023

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1. Key Health and Safety Personnel

In-House

Manager: **Nina Patterson**

Person with day-to-date responsibility for Facility: **Nina Patterson**

Deputy Person in Charge: **Jane Hastie**

Health and Safety Officer: **Ciara Watson**

Fire Officer: **Nina Patterson**

First Aid Co-ordinator: **Ciara Watson**

Designated Child Protection Liaison Persons: **Ciara Watson and Kara Gargolinski McAlister (owners)**

Ciara Watson and Kara Gargolinski McAlister ensure that an effective management structure is in place and competent and appropriately qualified individuals are recruited to ensure quality and safety of the care provided to children. They will ensure that staff are competent in their roles through training, supervision and performance management.

See main policy document for policies and procedures on Recruitment, Training and Supervision.

2. External Health and Safety Contacts

CRITICAL INCIDENT LIST

Ambulance:	112/999
Gardaí:	01 6665800
Local Hospital:	01 414 2000
Fire Services:	112/999
Health and Safety Authority:	1890 289389
Early Years Inspectorate:	Mona Condon
Duty Social Worker:	0404 68400
Pest Control:	087 8375836 (Maritin)
Fire Maintenance:	087 760 5545 (Mark)
Electricity:	1850 372999 (24-hours)
Gas:	1850 205050 (24-hours)
National Poisons Information Centre:	Beaumont Hospital, 01 8092166

3. Health and Safety Policy

Little Stars on the Lane is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation.

We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit myself/ ourselves to ensuring that: Work activities are managed to ensure the safety, health and welfare of my/our employees.

Our Safety Statement is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to the attention of employees at least annually. Identified protective and preventive measures are implemented and maintained.

- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided. • Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

4. Safety Policy and Responsibility

Little Stars on the Lane is located at 100 Graham's Court, and will comply with the requirements of the *Safety, Health and Welfare at work Act, 2005* and all other statutory requirements, Codes of Practice and National Standards.

Little Stars on the Lane operates an After School facility and is open from **1pm – 6.30pm term time and 8.30am – 6.30pm out of term time**, Monday to Friday, **50** weeks per year. Monday to Friday. It operates from 100 Graham's Court, and has the following:

- **2 spacious care rooms with a multipurpose room and spacious garden.**

Nina Patterson has ultimate responsibility for Health & Safety of the service which is delegated to staff.

Little stars on the Lane will ensure, so far as is reasonably practicable:

- Safe and healthy working conditions.
- Safe equipment and systems of work.
- Provision of appropriate information, instruction, training and supervision.
- Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Manager has overall responsibility for safety matters in Little Stars on the Lane

Employees and other persons (e.g. visitors, children, parents/guardians and members of the public and contractors) also have responsibilities in terms of health and safety. Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a safe and efficient manner. All employees will be made aware of, and have access to, this Health and Safety Statement.

This Statement will be subject to revision and is liable to amendment, if circumstances change. While the Statement is management's programme, in writing, for safeguarding safety and health in the workplace, it is also a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.

5. Relevant Legislation

This Statement has taken account of the following legislation:

Health and Safety Legislation:

- The Safety, Health and Welfare at Work Act 2005
- The Safety, Health and Welfare at Work (General Application) Regulations 2007
- The Child Care Act 1991
- Child Care Act 1991 (Registration of School Aged Childcare) Regulations 2018
- Children First: National Guidelines on the Protection and Welfare of Children 2017
- The Building Control Regulations 1997 to 2015

This service is inspected by Tusla, The Child and Family Agency.

The Statement has been developed with reference to the Quality and Regulatory Framework (Tusla 2018)

6. Duties of the Employer/Registered Provider

General:

- Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees.
- **Ensuring co-operation of employees by regular consultation and training (see page 13 for responsibilities of employees)**
- **We will appoint a safety representative with the competence to carry out the role effectively**
- Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety of employees, or children in their care, at risk.
- As regards the place of work concerned, ensuring, as far as is reasonably practicable.
 - The design, provision and maintenance of it in a condition that is safe and without risk to health.
 - The design, provision and maintenance of safe means of access to and egress from it.
 - The design, provision and maintenance of machinery or any other articles that are safe and without risk to health.
- Ensuring, so far as is reasonably practicable, the safety and prevention of risk to health at work of their employees, and children, relating to the use of any article or substance.
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- Providing and maintaining facilities and arrangements for the welfare of employees and children.
- Providing the information, instruction, training and supervision necessary to ensure, so far as reasonably practicable, the safety, health and welfare at work of employees.

- Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of employees when identifying hazards and carrying out a Risk Assessment, or when preparing a safety statement, and ensuring that the measures take account of changing circumstances and the general principles of prevention.
- Where risks cannot be eliminated or adequately controlled, or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as are necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees.
- Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious or imminent danger.
- Reporting accidents and dangerous occurrences, as may be prescribed.
- Any measures taken relating to safety, health and welfare at work do not and should not involve financial cost to employees.
- Information for employees will be given in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned and includes the following:
 - The hazards to safety, health and welfare at work and the risks identified by the risk assessment.
 - The protective and preventative measures to be taken concerning safety, health and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work.
 - The names of persons with designated safety responsibilities.
 - Any potential risks to the safety, health and welfare of the employee at work.
 - Any special occupational qualifications or skills required in the place of work.
 - Any increased specific risks which the work may involve.

Risk Management:

The service will take account of the General Principles of Prevention as contained in Schedule 3 of the Safety Health and Welfare at Work Act 2005 and we will manage risk in the following ways;

- a) Having strong Policies and Procedures.
- b) Avoiding risks where possible.

- c) Where risks cannot be avoided, we will evaluate them so they can be dealt with.
- d) Combating risks at source.
- e) Carrying out Daily Risk Checks.
- f) Adapting the workplace if needed.
- g) Replacing dangerous articles, substances or systems of work with less dangerous ones – e.g. using water-based paints instead of solvent based.
- h) Providing Health and Safety Training to employees.

7. Training

This service will ensure that employees receive training **at induction** on health and safety and the following training will be provided, as appropriate, throughout employment of staff:

- First Aid
- Manual Handling
- Fire Safety
- Food Hygiene (HACCP)

A record of Health and Safety training will be kept on each staff member's personnel file with a note of expiration dates so that courses can be refreshed in a timely manner

Systems:

This service will:

- Provide the necessary measures for First Aid, firefighting and the evacuation of employees and any other individual present in the place of work.
- Arrange any necessary contacts with the appropriate emergency services, in particular with regard to First Aid, emergency medical care, rescue work and firefighting.
- Designate employees who are required to implement those plans, procedures and measures.
- Ensure that the number of those employees, their training and equipment available to them are adequate.
- Refrain from requiring employees to carry out or resume work where there is still a serious or imminent danger to their safety and health.

Serious or Imminent Risk:

In the event of serious, imminent and unavoidable danger, the company will:

- Take action and give instructions to enable employees and children to leave the place of work and to proceed to a safe place.
- Ensure that an employee who leaves a place of work is not penalised because of such action.
- Ensure, as far as is reasonably practicable, that, in the course of work being carried out, individuals at the place of work (employees, children, parents/guardians, others) are not exposed to risks to their safety, health or welfare.

8. Responsibilities of the Health and Safety Officer

The specific duties of the Health and Safety Officer are as follows:

- To guide and advise on all safety, health and welfare matters.
- To assist Management in fulfilling all statutory requirements in respect of the Safety, Health and Welfare at Work Act, 2005 and the Childcare Act 1991 (Early Years Services) Regulations 2018 and all other supporting legislation.
- To assist and advise in organisation and co-ordination of suitable training carried out using both in-company and external resources.
- To be part of the auditing process and advise Management of improvements, safety procedures and methods of operation that would enhance safety.
- To liaise with Management regarding fire-related concerns, to ensure that preventative measures are in place and to assist in sourcing of fire-preventative equipment.
- To liaise with third parties regarding safety matters e.g. Safety Consultant, HSA and contractors.

9. Duties / Obligation of Co-operation of Employees

- To be highly vigilant in the supervision of children both indoors and outdoors.
- To take reasonable care for own health and safety, and of others who may be affected by their acts or omissions while at work, and to comply with any statutory provisions.
- To co-operate with Management in carrying out their statutory duties.
- Not to intentionally or recklessly, or without reasonable cause, interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or place at risk the safety, health or welfare of persons in connection with work activities.
- To make correct use of equipment, apparatus, toys, chemical cleaning agents, and to report any faults or defects.
- To make full and proper use of protective equipment, when provided, and to use in accordance with instructions and safe working practices.
- To report immediately to Management all accidents and dangerous occurrences.
- Always to work in a safe and efficient way, complying with the provisions of this Safety Statement and any safety rules laid down, and to use protective equipment and apply controls required, whenever appropriate.
- To avail and make use of safety instructions given.
- To ensure that no activity is engaged in without first informing themselves of any potential hazards and obtaining any relevant instructions.
- To adhere to procedures, particularly safety procedures and safe working practices so as not to endanger themselves, their fellow workers, children, or the public.
- To observe all safety warning signs and notices.
- To report any personal circumstances that might interfere with one's capability to carry out all expected operations safely and which might expose others to risk.
- To report any work being carried on, or likely to be carried on, in a manner that may endanger the safety, health or welfare at work of the employee or that of any person.
- To report any defect in place of work, systems of work, any article or substance that might endanger safety, health or welfare at work of employee, child, or any other person.

- To report any contravention of the relevant statutory provisions that may endanger the safety, health or welfare at work of the employee or that of any other person.
- To co-operate in the investigation of accidents with the object of introducing measures to prevent their recurrence.
- To recognise that failure to comply with the requirements of the company's Safety, Health and Welfare Policy may be dealt with within the normal disciplinary procedures.
- To sign a statement in that you have familiarised yourself with the contents of the Safety Statement and agree to follow the directions contained therein.
- To co-operate with all provisions made by Management to ensure the safety, health and welfare of employees.
- To immediately report all unsafe conditions/ acts to the Supervisor or Manager.
- To ensure he/she is not under influence of an Intoxicant to extent that he/she is in such a state as to endanger own safety, health or welfare at work, or that of any other person.
- If reasonably required by employer, to submit to any appropriate reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
- To co-operate with employer or any other person, so far as is necessary, to enable their employer or other person to comply with the relevant statutory provisions, as appropriate.
- Not to engage in improper conduct and other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person, such as a child in their care, or a parent/guardian.
- To assist in the compilation of accident reports and any investigation being carried out as a result of an occurrence or accident.
- To attend such training and, as appropriate, undergo such assessment as may reasonably be required by their employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employer.
- Having regard to training and instruction given by their employer, to make correct use of any article or substance provided for use by the employee at work or for the protection of their safety, health and welfare at work, including protective clothing and equipment.

- To not attend work contrary to medical advice. Also, they should not carry out specific functions contrary to medical advice. It is the responsibility of each person to advise Manager of any physical or mental condition that may affect that person's own safety and health at work, or safety and health of others at work. If on medication, check with medical advisor and on the label if it is likely to affect your work performance e.g. if not permitted to drive while on medication. All illnesses must be reported to Management.

Employee Consultation:

Employees have a significant role to play in relation to Health and Safety and are consulted in relation to Health & Safety Policies. Health and Safety is always on the staff meeting agenda and employees are also encouraged to bring any safety concerns to management in a timely manner. Employees are involved in daily risk checks.

10. Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of **Ciara Watson and Kara Gargolinski McAlister** to take disciplinary action on the matter.

- We believe that gross negligence of the safety Regulations constitutes gross misconduct and following investigation and invoking and following the disciplinary procedure this could lead to dismissal. Any investigation and disciplinary action will follow the principles of natural justice and the policy and procedure will be adhered to.
- Minor breaches may be dealt with through training and /or an informal warning or performance management plan
- Persistent breaches of Regulations will mean the formal procedure will be invoked, which could, following the procedure and due process, result in a level of warning from verbal to written, depending on the seriousness of the breach/breaches. No such warning will be decided without investigation, a disciplinary hearing and an opportunity for the employee to present any mitigating circumstances.
- Any documentation regarding a performance management plan or warnings will be entered into the employee's personnel file, according to the Disciplinary Policy and Procedure.
- If the required improvement is achieved, the employee will be informed, and this will be entered into their personnel file.
- Any appeals against the decision at any stage of the above procedure should be raised through the Disciplinary Procedure
- Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of the company to pursue such non-compliance through the disciplinary Procedure. Depending on the gravity and / or frequency of the offence, employees may leave themselves open to suspension and / or dismissal.
- The Manager must be notified of breaches of rules, which could lead to disciplinary action being taken.
- We may also implement other initiatives to enhance safety performance, from time to time. Such initiatives will be communicated to employees by the owner.

See Disciplinary Policy and Procedure for full procedure

11. Visitors

A visitor is a person other than an employee or a contractor

We are aware that visitor's may not be aware of potential dangers to minimise risk of injury we will:

- Practice good housekeeping by keeping walkways clear and cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using any equipment
- Ensure appropriate safety signs are used
- Ensure access and egress routes are safe

Visitors are expected to:

- Conduct themselves in a safe manner at all times
- Observe the emergency evacuation policy if needed
- Sign the Visitor's book which includes
 - The Date
 - Name of Visitor
 - Telephone Number
 - Organization (if applicable)
 - Time in
 - Time Out
 - Reason for Visit

Visitors will never be left alone with children and will be supervised at all times

12. Reviewing

Annual Review

The purpose of the Annual Review is to present an overview of the progress made by the company over a 12-month period in the areas of safety, health and welfare.

A report will be generated at the end of our financial year and may include the following information:

- Number of accident and/or incidents.
- Number of First Aid incidents.
- Number of workdays lost as a result of incidents.
- Full details of any safety training carried out during the year.

Discussion of any areas of safety, health or welfare that need to be addressed in the future as a result of new legislation, incident history or any new work practices.

This service welcomes any comments/queries, or suggested initiative, from any of its employees or parents/guardians.

13. Conclusion

The aim of this service is to provide a safe and healthy working environment for its employees, staff, contractors and visitors. All requirements under the *Safety, Health and Welfare at Work Act, 2005* will be adhered to and, where reasonably practicable, implemented. This can be achieved with the help and assistance of all by:

- All employees observing the general rules of safety and health. It is the duty of every employee to fully comply with all safety rules and regulations. All employees should inspect their workplace and report any unsafe condition.
- Using all equipment in a safe and proper manner.
- Notifying any persons likely to be affected by work that you are doing.
- Reporting all injuries sustained by employees, however slight, to management.
- Wearing the appropriate PPE for all tasks undertaken. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to yourself or others.
- Keeping work areas clean and tidy at all times.
- Making sure all corridors **and hallways**, particularly those leading to escape routes, are kept free of obstructions at all times. Do not litter, use the bins provided.
- Taking care that fire points are not blocked or covered up in any way and that access, in the event of an emergency, is un-hindered and fire extinguishers are ready for use if the need arises.
- Following all safety signs and familiarising yourself with the Emergency Procedures.
- Respecting, and not intentionally damaging, any work and safety equipment or facilities.
- Reporting any defects to management immediately.

This Safety Statement has been prepared based on conditions existing in the service at the time of writing. It may be altered, revised or updated periodically in order to comply with any changes in conditions.

A. CRITICAL INCIDENT and EVACUATION PLAN

See full Critical Incident Policy and Plan for detailed protocols on critical incidents

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the service.

Emergency Preparedness:

Emergency preparedness is the preparation and planning necessary to effectively handle a critical incident. It involves individuals assessing the likelihood of specific critical incidents occurring and developing an emergency plan that identifies the services they require, and the resources they need to have on hand in case such an incident occurs. The goal of these preparedness activities is to make sure that a service is ready and able to respond quickly and effectively in the event of a critical incident.

Responsibilities and Roles in Emergency Planning and Response:

Management will:

- Develop and review Emergency Preparedness Plan(s); Emergency situations identified during risk assessment as being high risk to the service will have a specific plan developed.
- Ensure that staff are trained in the provisions of Emergency Preparedness Plan(s).
- Ensure that children are prepared for the provisions of Emergency Preparedness Plan(s).
- Conduct evacuation and lockdown drills keep records and plan revisions based on drill evaluations.
- Assign emergency responsibilities to staff as required, with regard to individual capabilities and normal responsibilities.
- Keep parents/guardians and staff informed of the Emergency Preparedness Plan revisions.
- Carry out regular safety checks of equipment and toys and records kept.

Staff will:

- Participate in developing the facility's Emergency Preparedness Plan(s).
- Participate in emergency preparedness training and drills.
- Help children develop confidence in their ability to care for themselves.
- Provide leadership during a period of emergency.

In the event of evacuation, we follow the Evacuation Plan which is posted in each room

In the event of lockdown, we have identified a Protected Space within the building which is the classroom to the rear of the building.

B. FIRE SAFETY

See full Fire Safety Policy in main policy document for detailed protocols on Fire Safety and Prevention.

We will follow all relevant legislation and the 'Guide to Fire Safety in the Premises used for Preschool Services' from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents/guardians who are in the service.

It is the policy of our service to create a safe environment for all children and staff through developing and reviewing fire safety and evacuation procedures.

- A Register of Fire Equipment is kept and is serviced regularly
- Staff are trained in fire safety every 2 years and made familiar with use of equipment and its located
- Fire drills take place monthly
- The policy specifies the fire records that re kept
- Fire records are kept for 5 years

The Fire Assembly Point is located **at the front of the building in the car park.**

We have a Designated Fire Safety Officer

C. ACCIDENTS, INCIDENTS & FIRST AID

See full Accidents and Incidents Policy in main policy document for detailed protocols on accidents and emergencies.

It is our policy that the safety and welfare of the child comes first at all times. We take all possible measures to prevent accidents, however, from time to time children may have accidents and it is our policy to deal with all types of accidents efficiently and promptly.

- The policy sets out the measures the service takes to prevent accidents including child supervision, adequate staff to child ratios, an understanding by staff of child development, how the service risk assessed, how the physical environment is risk assessed and ensuring proper use of equipment
- It sets out the procedures to be taken following an accident to include staff roles and responsibilities, first aid requirements, the administration of first aid, the supervision of the injured child, how parents will be contacted, the completion of the accident record
- The policy states how long records are kept for

Roster Requirements for People Trained in First Aid

The service ensures that the required and adequate numbers of staff are training in Paediatric First Aid and First Aid Responder training.

Emergency Contact Details:

Emergency medical assistance contact details are publicly displayed within the Service (Example a local doctor's number or a nearby hospital)

Recording of First Aid Care and Responses Provided:

Care given in a first aid situation is documented in line with this policy on accidents and incidents.

First Aid Equipment:

- First Aid boxes are restocked as required by the designated staff member after each use.
- A list of supplies that the first aid box must have is included in the first aid box.

- The first aid box contained appropriate first aid supplies for minor injuries to be treated within the service.
- Medicines, creams and ointments are kept out of reach of children and not stored in the first aid box.

The procedures to have in place in the event of an accident:

- The First Aid box is always fully equipped, easily identifiable and its location is known to all staff, so that it can be accessed following an incident or accident with a child attending the Service. Any substances, which may cause an allergy, will not be included.
- Medical supplies are checked regularly.
- A designated First Aider (certified) is on the premises at all times.
- Staff must wear protective clothing (disposable apron and gloves) to clean any bodily fluids or spillages.
- If a child is involved in an incident or accident, they will be taken into a quiet area, if possible.
- In the case of a serious accident, we have a local doctor on call, they will be called, and the child's parents/guardians contacted immediately, or we will call an ambulance. If parents cannot be reached, the emergency contact persons (as identified on the Child Registration Form) will be contacted.
- If the child has to go to the hospital immediately staff will accompany the child, if the ambulance personnel permit. The child's record will be taken to the hospital. Parents/guardians are responsible for all doctors or hospital fees where applicable.
- The staff member will not sign for any treatment to be carried out on the child in the hospital. The staff will wait with the child until the parent/guardian arrives.
- A risk assessment will be completed following any accident or incident
- A copy of the completed Accident and Incident Form must always be placed on the child's file.
- Parents/guardians will always be contacted and informed immediately of any injury.
- Parents/guardians will be asked to sign off on the accident /incident report and will receive a copy.
- Records are accessible to all relevant staff in case of an emergency.
- All serious accidents will be reported to the Insurance Company.
- Records are kept on file for a minimum period of two years or up to 21 years if necessary and will be available for inspection
- Reports will be made to Tusla if there is a safeguarding issue

- Reports will be made to the Garda Síochána if staff or children are in danger or if a criminal offence has occurred
- The Health and Safety Authority if there is a workplace injury
- The Service's insurance company if appropriate.

Note: “a serious injury” is defined by TUSLA as an injury that requires immediate medical treatment by a registered medical practitioner whether in hospital or otherwise.

Accident and Incident Record and Investigation:

The accident and incident form should be fully completed with as much detail as possible. It is important that full names are used when referring to staff members and that the form is signed both by the person in charge and the parent/guardian.

Please see Appendix F: Tusla Notification of Incident Form

All accidents, injuries and incidents notified to the Early Years Inspectorate are investigated, managed and reported in line with the Service's accident, injury and incident policy and procedures.

D. PERSONAL PROTECTIVE EQUIPMENT

PPE stands for personal protective equipment. PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards

We will ensure that relevant protective equipment will be supplied to minimise risk to employees. The employer/registered provider will ensure that any equipment used satisfies the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007

The employer/Registered Provider will ensure the PPE is only used for the specified purpose

Employees will be inducted on the importance of using PPE and risk associated with not using PPE.

Employees will be trained in proper use of PPE

PPE is maintained and replaced according the manufacturer's instructions

PPE is provided free of charge

The following PPE is used in the service. This is not exhaustive new items of PPE may need to be used depending on tasks at hand

- Disposable gloves
- Disposable aprons
- Hat to cover hair

Note: A register (list) of all PPE is kept

On receipt of PPE we expect our employees to

Use it correctly

Report any defects

Participate in training, if required

Inform us of medical conditions that might prevent use of PPE

Look after the PPE

E. ARRANGEMENTS TO ENSURE SAFETY OF CHILDREN, EMPLOYEES AND VISITORS TO THE SERVICE

We are fully committed to the safety of children, employees and visitors to our service. To this end we have developed a whole range of policies and procedures. The following measures are in place to ensure safety and minimise any harm that may occur:

- A Health and Safety Statement is in place
- The building has robust access and egress procedures
- A morning safety/security check is carried out to ensure the security of the building and safety equipment such as fire equipment is in working order
- An annual risk assessment is carried out
- Daily risk checks of the classrooms, sanitary areas, and outdoors are carried out
- Safety briefings take place if an unusual or different event is taking place
- The fire equipment is supplied and maintained by professionals
- Pest control measures are in place
- All visitors must sign in and all children are signed in
- An Authorised Collect Policy is in place
- Accidents are risk assessed to prevent reoccurrence

F. WELFARE FACILITIES

Welfare Facilities

All necessary welfare facilities required by legislation will be provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*. Employees and children will be supplied with safe drinking water at an easily accessible location.

Toilet Facilities (Employees and Children):

Employees and Children will be provided with adequate toilet facilities. Employees and children shall be provided with adequate amounts of soap and hot, and cold, water with which to wash their hands, and will be supplied with appropriate means with which to dry their hands.

Toilets and Bathrooms

Number of Persons	Toilets	Sinks
For every 11 toilet trained children	1	1
For every 8 adults	1	1

- Single use disposable gloves are available
- A pedal bin is provided
- Toilets are sealed off from play/care areas and properly ventilated
- Suitable, separate, adequate, hygienic and soundly constructed sanitary accommodation is provided for staff.
- Individual cubicles are provided for adults and children
- Water is thermostatically controlled and does not exceed 43 degrees C. (one issue identified at time of assessment and to be addressed)
- Sinks and toilets are at appropriate heights for the children using them or steps up are provided.
- Antibacterial soap is available at all times.
- Paper towels/hot air hand dryers are available for hand drying.
- Toilet paper is available.
- Doors that lock are un-lockable from the outside.

Health Issues:

Periodic reviews of working conditions will take place with a view to establishing any adverse working conditions that may prevail. Should a need arise; employees will be referred for examination to a doctor. Employees suffering from any medical condition which could adversely affect their work e.g. stress, depression etc. must discuss the situation with Management, who will endeavour to assist them.

- Employees having contact with anyone suffering from a contagious disease should at once inform The Manager and must not return to work.
- Any employees aware that a fellow worker may have been exposed to disease or contamination should bring this matter to light.
- All certified and short-term absences should be reported to The Manager as soon as possible by telephone.
- Employees must maintain a high standard of personal hygiene at all times.
- Facilities for accommodation of clothing and equipment should be respected by all employees i.e. "everything has a place and everything in its place".
- First Aid kits are located on the premises and contain sufficient supplies, monitored by Management.

Drinking Water:

Potable drinking water is available for staff and children

Staff Rest Facilities:

The service has the following rest facilities: **The multipurpose room,**

Bullying and Harassment:

Staff welfare is of utmost importance. Staff are entitled to a workplace free of bullying and harassment and where their dignity at work is not undermined. We have procedures in place to handle any allegations of bullying or harassment, including sexual harassment. These procedures are in line with the Code of Practice for employers and Employees on the Prevention and Resolution of Bullying at Work (Workplace Relations Commission).

Staff are encouraged to submit a grievance if they feel their dignity is undermined. This should be submitted to the Manager **or the owners.**

G. RISKY PLAY

A natural part of children's physical play involves engaging in play that is challenging and somewhat risky. Providing opportunities for all children to encounter or create uncertainty, unpredictability and potential hazards, as part of their play, is extremely beneficial to children's development.

This does not mean putting children in danger of serious harm.

Good risks and hazards, in play provision, are those that engage and challenge children supporting their growth, learning and development. These might include being in touch with the natural environment and loose materials that give children the chance to create and destroy constructions using their skill, creativity and imagination. Bad risks and hazards are those that are difficult, or impossible, for children to assess for themselves and that have no obvious benefits.

In our setting we are aware of, and alert to, possible dangers while recognising the importance of encouraging young children's sense of exploration and risk-taking. We maintain children's safety while not unduly inhibiting their risk-taking. If an activity is deemed risky, we will do a complete risk check and/or carry out a safety briefing to ensure risk is managed appropriately and children are kept safe.

See our risk check appendices included at the back of this document. If an activity does not have a risk check template as part of this policy, we will create one.

H. PEST CONTROL

Regular inspections will be performed by Everest Pest Control.

Staff should report to the Manager/person in charge immediately if they have any concerns regarding pests of any kind. Staff should be alert to the possibility of infestation on discovery of any of the following:

- ✓ Direct sightings of vermin/pests
 - ✓ Droppings near food source
 - ✓ Evidence of nesting
 - ✓ Evidence of gnawing
-
- Food should be kept covered or stored in airtight pest proof containers.
 - Spillages should be promptly cleaned up.
 - Proper sanitation will be maintained, and correct disposal of rubbish and food waste will be maintained to prevent conditions for pests.
 - Water leaks will be repaired and standing water will be eliminated whenever possible.
 - Repairs will be performed as needed to prevent pest access to buildings or to hiding spaces in walls and equipment.
 - Pest management decisions will be based on the results of regular inspections.
 - If a pesticide is needed, the least hazardous pesticide is selected that will effectively control the pest problem.
 - Pesticides will not be applied when children are present at the Service. Toys and other items mouthed or handled by the children will be removed from the area before pesticides are applied. Children will not return to the treated area within two hours of a pesticide application or as specified on the pesticide label, whichever time is greater.
 - In the event of an emergency where pests pose an immediate health threat to children and staff (e.g. wasps) and pesticides are applied, ensure that children will not return to the treated area within two hours of a pesticide application or as specified on the pesticide label, whichever time is greater.
 - At least two days' notice but not more than 30 days' advance notice of pesticide application will be given to parents/guardians and staff except in emergencies where pests pose an immediate health threat to children or staff (e.g. wasps).

- Parents/guardians and staff will be notified as soon as possible when advance notice is not provided and include an explanation of the emergency, the reason for the late notice and the name of pesticide applied.
- Access to bait boxes and other forms of pest control will never be accessible to children at the Service.
- A record of pest control measures will be kept.
- If any infestation occurs such as wasps, ants, mice, etc professional advice will be sought and any actions will ensure the safety of all staff and children in setting

I. MANUAL HANDLING

We will assess and reduce the risks associated with manual handling. The main area of the body affected by handling accidents is the back, but virtually any part of the body can suffer injury due to poor manual handling.

It is important to remember that health, safety and welfare is the responsibility of everybody in the Service not just the management.

Duties:

- Assess risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and safety law.
- Make arrangements to implement the measures identified as being required by the risk assessment.
- Appoint competent people to help with implementation.
- Provide information to employees that can be understood, as well as adequate training and instruction.
- Set up emergency procedures.
- Staff should complete Manual handling training.
- Avoid hazardous Manual Handling operations as far as is reasonably practicable
- Make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable

Employee Duties:

- Report dangerous situations and any shortcomings in their employers' health and safety arrangements.
- Take reasonable care not to endanger themselves or anybody else.

Principles of Safer Handling:

The simple steps below are not a guaranteed way of protecting someone from manual handling injury. By following the steps below, the possibility of an accident is reduced and the injury that could result from it. The basic principles are:

- Avoid manual handling whenever possible.
- Use equipment (*if available*).
- Assess the task (*consider use of equipment or breaking it down into easy stages*).
- Assess the load (*try a test lift*).
- Everyone should know their own limitations and not be afraid to ask for assistance if required.
- Prepare the area, remember that whatever is picked up must be put down at some point (*and vice versa*).
- Position themselves correctly.
- Perform the task applying safer lifting techniques.
- Evaluate the task (*how could it be made easier next time?*).

The key message when performing manual handling is THINK before you do it.

Performing a Safer Lift:

When performing the task there are accepted practices that should be used to make any handling task safer. They are:

- Think before handling/lifting.
- Keep the load close to the waist.
- Adopt a stable position.
- Ensure a good hold on the load.
- Moderate flexion (slight bending) of the back, hips and knees at the start of the lift.
- Don't flex the back any further while lifting.
- Avoid twisting the back or leaning sideways especially while the back is bent.
- Keep the head up when handling.
- Move smoothly.
- Don't lift or handle more than can be easily managed.
- Put down, then adjust.

Remember the risk of injury is greatly reduced if the object being moved is picked up or put down at waist height.

J. CAR PARKING

Statement of Intent:

- It is the policy of the Service to provide only on street parking for parents/guardians of children/ staff attending the Service.
- There are a number of allocated parking spaces available.
- We ask parents/guardians to be aware that these places available are only to be used for drop off and pick up only.
- No parking is available on site for parents/guardians.
- On street parking is only available.

Policy and Procedure:

- We cannot accept responsibility for cars parked, or damage done while parking.
- We ask parents/guardians to show consideration and observe local speed limits and parking restrictions.
- Parents/guardians must accompany their child into the Service.
- We request that parents/guardians do not cause obstruction when parking.
- It is advised not to leave their car running while dropping off or collecting a child.
- We suggest that parents/guardians do quick drop off/and pick up to avoid road and parking congestion.

K. REQUIREMENTS AND RATIOS

We will ensure that the space requirements are adequate.

Clear floor space means that area available for children's work, play and movement and should not include furniture, surplus to the requirements of the child, or permanent fixtures. Extraneous areas such as kitchens, toilets and other ancillary areas are deemed to be separate. The total overall space should be considered when calculating child space requirements in the service. Overcrowding will always be avoided.

The recommended areas with regard to "adequate" space are as follows:

Category:	Age of Child:	Floor Area per Child:
After School	4 - 12	Not defined in regs

L. ALCOHOL AND DRUGS

The *Safety, Health and Welfare at Work Act, 2005*: requires all employees to provide safe places of work and safe systems of work. This covers the management of staff to ensure that they are not unable to carry out their work without risk to others or incapacitated by drugs or alcohol consumption.

- Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.
- Any employee who, in the opinion of Management, shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the premises immediately and may be asked to attend a service nominated medical doctor for a drug and alcohol test.
- Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

In the interest of Safety and Health, this service reserves the right to carry out random Drug and Alcohol tests on any of its employees, at any time.

Any person who is under medical supervision, or on prescribed medication, and who has been certified fit for work, should notify the Health and Safety Officer, or their supervisor, of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves, the children in their care or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim.

M. HEAT, LIGHT, VENTILATION AND KITCHEN AREA

Heat:

- Suitable and sufficient heating is available through our gas boiler
- Heating and boiler systems are certified
- Room temperatures will be maintained in accordance with the regulations.
- The indoor temperature will be maintained at 18-22 degrees C.
- Radiators are thermostatically controlled
- Surfaces of should not exceed 50 degrees C.
- Portable or gas heaters are not used.

Light:

- Suitable and adequate means of natural lighting are provided, supplemented by safe and suitable artificial lighting, where necessary. Shatter-proof diffusers are used.
- Light fittings will be cleaned regularly and debris, such as flies and insects, removed.
- Natural light is controlled
- Outside lighting is provided at entrances/exits and outdoor area

Ventilation:

- Suitable and adequate means of ventilation from the premises is provided
- Windows are opened daily to ventilate the premises.

Kitchen:

- Suitable facilities for storage, preparing, cooking and service of food are provided. All adequate and suitable eating utensils, hand washing, washing-up and sterilising facilities are also provided.
- Children do not have access to the kitchen area.
- Waste and refuse are stored hygienically and are disposed of frequently.
- Colour coded chopping boards are used to prevent cross contamination.
- There are separate areas in the fridge for both cooked and raw meat.
- All cleaning utensils, mops, buckets and aprons are colour coded, to distinguish them and are only to be used in the kitchen.
- Cleaning routines are in place.
- Separate hand washing facilities are available.

N. MEDICINES

See full Medicines Policy in main policy document for detailed protocols on administration of medication. This policy clearly outlines the roles and responsibilities of administration of medication.

- Medication is only administered with parental consent
- A detailed record of administration is kept (see full policy)
- A Medical care plan is place for children with conditions that may require emergency intervention
- Checks are completed before administration of medication (see full policy)
- Staff perform hygiene techniques when administering medication
- Administration of medication will be signed off by designated staff member and witnessed by another staff member
- Medicines will be labelled appropriately (see full policy)
- Medicines will be stored appropriately and out of reach of children (see main policy)
- Medicines will be disposed of in accordance with policy
- A separate protocol is in place for anti-febrile medication

O. INFECTION CONTROL

See Infection Control Policy is main policy document for detailed information on Infection Control.

- The service provides appropriate Personal Protective Equipment (PPE) to staff where exposure to blood or body fluid is anticipated.
- Gloves (**disposable**) and **aprons** are used appropriately for cleaning blood
- Gloves are changed and hands washed after each care episode
- Reusable household gloves are used for cleaning
- Respiratory and cough hygiene and hand hygiene policies are in place
- A record of child immunisations is kept. Where children are not immunised, they will be informed of the risk
- An Illness Exclusion policy is in place
- A system of managing outbreaks of notifiable incidents is in place

See separate Covid-19 Policy and Procedure

P. CHEMICAL CONTROLS

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

In order to ensure that no harm comes to staff or children from the use of chemical substances at this service, the following safety procedures will be adhered to:

- Use of chemicals at these premises will be limited to those which have been authorised by the Manager. These chemicals will be obtained from a reputable supplier or purchased by an authorised member of staff.
- Staff will be provided with and must use all PPE as advised.
- Spillage control and safe disposal procedures will be implemented in line with the instructions given.
- Staff may not bring onto the premises any chemicals without the authorisation of The Manager or the Health and Safety Officer.
- All chemicals will be stored securely out of reach of children when not in use; the storage area will be kept locked at all times.
- Only non-toxic child-safe chemicals will be used in the cleaning of children's facilities.
- Under no circumstances are contractors, working on behalf of this service, allowed to bring onto the premises any chemicals that may cause an injury to staff, children, or members of the public. Where it is necessary for a contractor to use any chemical, approval must be sought from The Manager and/or the Health and Safety Officer prior to the chemicals being brought on-site. Contractors will be held responsible for any harm caused to persons if they do not inform Management of the use of chemicals at these premises.

Warning labels (such as those on the following page) are designed to alert users to the potential risks associated with the use of a particular substance. As of 2010 red, white and black symbols have been appearing on chemical packaging and Safety Data Sheets in accordance with EC 1272/2008.

Control of Substances Hazardous to Health General Signage (Current)



Q. STRESS POLICY

This service adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace include:

- Poorly organised shift work.
- Faulty work organisation.
- Poor working relationships.
- Poor communication at work.
- Ill-defined work roles.
- Highly demanding tasks.
- The threat of violence.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems.
- Assessment of risks.
- Implementation of safeguards.
- Monitoring the effectiveness of safeguards.

This service will utilise the following methods of managing stress:

- Ensure that employees are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where employees are aware that a workload, or conditions of work, are particularly stressful, measures should be taken to reduce the workload or improve conditions.

R. SMOKING POLICY

Smoking (including e-cigarettes) is not allowed anywhere on, or adjacent to, our premises. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 and 2004 - Section 47, Smoking Prohibitions*. Staff are not allowed to smoke while in uniform.

It is the objective of this service to take, as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective we will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking.

Smoking (including e-cigarettes) shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 and 2004 - Section 47, Smoking Prohibitions*.

All NO SMOKING signs are to be observed at all times.

Any employee found to be smoking (including e-cigarettes), and in breach of this regulation, will be subject to disciplinary procedures up to and including dismissal.

S. PREGNANT EMPLOYEES

Our service adheres to the provision of the *Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000. (SI 218/2000)*, and all leave entitlements adhere to the *Maternity Protection Acts 1994 and 2004*, as outlined in our Leave Policy. These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: (In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled.

Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must either be eliminated, or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the conditions change or else the pregnant employee becomes eligible for paid maternity leave. Pregnant women and nursing mothers will have access to a rest area, if necessary.

T. TRANSPORT AND SCHOOL COLLECTIONS

The following is used by the service to transport children to and from school.

Arrivals:

- For their own safety, children must be accompanied into the Service by a parent/guardian or their nominated person.
- Parents/guardian or their nominated person are responsible for their children during arrival at the service.
- Under no circumstances may a child be left unattended on the premises; this includes a child on foot, in a car or other vehicle or in any other situation.
- Parents/guardians or their nominated person gain access to the service by **insert**.
- A member of staff, a parent or guardian or their nominated person will register each child on arrival.
- Parents/guardians are asked to ensure that all external doors are securely closed for the safety of all the children when they leave.
- If a child will not be attending, we request that parents/guardians advise us.

Bringing Children to / from School:

Where the service agrees to bring children to / from school, a signed consent will be sought from the parent/guardian.

Walking Children to / from School:

- The children will be escorted by a known staff member who will always carry proof of identity. Prior contact will be made with the children and the school for new staff members.
- The children will go in a group directly by the safest most direct route.
- The children must also hold hands. When walking staff will walk behind the children.
- The walk will be risk assessed to ensure it is safe and this will include appropriate ratios.
- When the children arrive at school they are handed over to their teacher OR they are accompanied into the school by the staff member and join their class line or group.

Transport arranged by parents/guardians:

Where parents/guardians make their own independent arrangements for their children to be collected from school by car or bus and brought to the service, the safety of the child is a matter for the parents/guardians. The Service is not liable for any loss, damage claims or demands as a result of children travelling in transport so organised.

Transport arranged by the Service:

We have the following arrangements in place for collection:

- We use the services car/bus to transport children to and from school.
- Hired transport is used to transport children to and from school

Where the Service agrees to transport children to / from school a signed consent will be sought from the parent/guardian.

- Children will not travel themselves from the vehicle but will always be accompanied by and supervised by a staff member.
- Travel will be risk assessed to ensure it is safe and this will include appropriate ratios.
- Any accidents or incidents involving children must be reported to the Manager and parents/guardians of the children as soon as possible.
- Any damage to the vehicle must be reported.
- A first aid box and medication if appropriate should be available along with all medication records.
- A log of the journey, the driver and names and numbers of passengers should be recorded.
- Two staff will travel in the car/bus with the children.
- All children under 150cms in height or 36kgs (79lbs) in weight must use a child restraint system (CRS) suitable for their height and weight while travelling in a car or goods vehicle (other than a taxi). An example of a CRS would be a child car seat or booster cushion. (www.rsa.ie.checkitfits)
- Children have booster seats or appropriate car seats with seat belts in line with the legislation. This is applicable to all children and depends on age and weight.
- While seated children are forbidden to change seats or move around and noise is kept to a minimum as not to distract the driver. Children are always to wear their seatbelts.
- Children will never be left unattended and an adult is always present.

The Service will ensure that all vehicles used to transport children are roadworthy, regularly serviced, insured, equipped with appropriate safety equipment and driven by persons who are properly licensed and trained.

Service Using Their Own Vehicles

- Only staff holding full appropriate driving licences are permitted to drive. Staff are required to disclose any penalties occurred or convictions in relation to driving.
- Comprehensive insurance to cover all eventualities must be in place.
- A first aid box and medication if appropriate should be available.

Drivers

We hold a file on every driver/vehicle, hired or employees to include;

- Garda vetting
- Details of their vehicles to include tax, insurance, NCT etc
- Appropriate Driving Licence
- Driver CPC document (Certificate of Professional Competence)

All professional drivers will hold an appropriate licence and CPC

I. Risk Assessment

The following is a list of possible hazards within our centre and the controls that must be in place to ensure safety at all times.

We also carry out daily risk checks and special risk checks for various activities. All the risk checks are outlined in the appendices of this document.

A Risk Assessment is a three-step process:

- **Identifying the hazards**
- **Assessing the risks**
- **Putting control measures in place**

A hazard is anything that is likely to cause injury such as chemical substances.

A risk is the chance that someone will be harmed by the hazard.

Control measures are the steps we take to remove the hazards.

Risk Assessment Method Used

Risk Rating	Priority	Action Required
Low = 1 – 2	Non-Urgent	<p style="text-align: center;">No Action Needed No Additional Controls</p>
Medium = 3 - 4	Action Needed	<p style="text-align: center;">Controls Required Controls Documented Assessment Recorded</p>
High = 6 – 9	<p style="text-align: center;">Immediate Urgent Action Required</p>	<p style="text-align: center;">Controls Required urgently Immediately Assessment Recorded Controls Documented</p>

1. ACCESS AND EGRESS

Hazard Identification:	ACCESS AND EGRESS
Risk of:	Slips, trips and falls Back or other injury Security breach Children leaving the building
People at Risk:	Employees, Children, Visitors, Contractors and those delivering goods
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Access and Egress route safe. 2. Walking surfaces, such as footpaths, ramps and decks: <ul style="list-style-type: none"> • have a non-slip finish. • are free of water and ice and loose material. • are free of holes and flaws in the surface 3. Safe pedestrian walkways, drop-off and pick-up points at the service are: <ul style="list-style-type: none"> • clearly identified. • have been pointed out to all children, parents, guardians, staff, unpaid workers and contractors 4. Access restricted to authorised persons with door entry system fully operational. 5. High standard of lighting and switched on at appropriate times. 6. No Blown bulbs/tubes in need of repair/ replacement. 7. Access to doors clear of equipment, materials and furniture. 8. Personal belongings of staff inaccessible 9. Children's belongings stored properly 10. Any defects in floors cordoned off and reported to Management 11. All children are logged in by designated member of staff. Roll Books are used to record attendance 12. Parents advised of access procedures and do not to let others enter behind them into service 13. Visitors Book in Operation 	
Responsibilities:	Management and staff of Little Stars on the Lane

2. ACCIDENT AND INCIDENTS

Hazard Identification:	ACCIDENT AND INCIDENTS
Risk of:	Slips, trips, falls, other injuries Infection
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. All accidents, incidents and dangerous occurrences involving staff, children and members of the public or others recorded in Accident Book retained at the premises etc. (Reports must be investigated by Management) 2. Report on accident to include preventative action. Full Risk assessments completed. 3. More serious accidents reported to insurance company within timeframe specified in policy. 4. Adequate insurance in place 5. Parents/Guardians receive a copy Accident Report and Accident Reports are held on child's file 6. Compliance with reporting procedure, as outlined in Regulations (certain incidents are reportable to Tusla). 7. Employees report to Management any defects at place of work, i.e. equipment / furnishings/system of work 8. Employees to maintain their work areas in a safe manner, as outlined in Risk Assessments. 9. Daily risk assessments take place (classrooms, outdoors and sanitary areas) 10. Critical Incident Plan in place to deal with serious accidents 11. Staff trained in First Aid and available 12. Emergency Contacts for parents accessible in rooms 13. Emergency Services (Fire, Hospital, ambulance) Number on display in each room 	
Responsibilities:	Management and staff of Little Stars on the Lane

3. BIOLOGICAL AGENTS INJURIES / POISONING

Hazard Identification:	BIOLOGICAL AGENTS INJURIES / POISONING
Risk of:	Spills, leaks causing slips Infection Poisoning Death Damage to equipment and premises
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Personal Protective Equipment (PPE), in the form of disposable non-powdered latex or Nitrile gloves and aprons, is provided for cleaning biological agents. 2. A "Sanitary" disposal facility is provided for biological agents. 3. Waste is bagged and moved outside. 4. No cleaning equipment or chemicals stored in reach of children or areas children access 5. The following items are stored in the original labelled container in a safe and secure way, separate from stored medications and food, inaccessible to children: <ul style="list-style-type: none"> • cleaning and sanitising materials • detergents • automatic dishwasher detergents • aerosol cans • pesticides • health and beauty products medications 6. Toys and other products using button-cell batteries, such as small electronic devices, have lockable battery compartments 7. Shaving cream or foam is not used as play material. 	
Responsibilities:	Management and staff of Little Stars on the Lane

4. BURNS, SCALDS AND INJURIES

Hazard Identification:	BURNS, SCALDS AND INJURIES
Risk of:	Smoke Inhalation Burns Death Damage to plant, equipment and premises
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Access to heating controls is prohibited to children / parents / guardians / visitors 2. Staff to be made aware of use of heating controls by Management, including any emergency cut-off. 3. Heat sources protected or thermostatically controlled 4. Children do not have access to boiling water system, e.g. kettles, Burco boilers etc. 5. Hot water is controlled thermostatically and any overheating of water to be reported to Management. 6. Only authorised, competent contractors, nominated by Management, are permitted to work on heating / boiler / plumbing systems. 7. Hot drinks not brought into children's area. 8. Tap water will be thermostatically controlled to 43 degrees. 9. Use of school supplies with sharp edges (scissors etc.) to be strictly supervised and be age appropriate. 10. Suitably equipped First Aid Kit to be on the premises. First Aid box checked and signed off monthly by designated person 11. Qualified First Aiders and someone on duty at all times with first aid qualification (rosters reflect this). 12. Adequate arrangements to be in place to summon medical assistance promptly in an emergency. 13. Protocol to be in place regarding administration of medication. 14. A sufficient number of suitable and competent persons (ratios correct at all times) 15. A Register of children attending will be completed. 16. Risk Assessments completed 	
Responsibilities:	Management and staff of Little Stars on the Lane

5. MISSING CHILD

Hazard Identification:	MISSING CHILD
Risk of:	Child going missing on premises

People at Risk:	Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. School Collections Policy in place 2. Individual children risk assessed, if required. 3. Children supervised at all times and regular head counts done. 4. Access to building secure 5. No unauthorised entry permitted. 6. Sign-in and sign-out procedure in operation. 7. A record of each child's attendance is kept on a daily basis and is available and readily accessible to relevant staff. 8. The record of attendance kept includes the following: <ul style="list-style-type: none"> • The full name of each child attending the service. • The date and time each child arrives and leaves. 9. A record of the name of one of the following people at the time that the child arrives and leaves: the person who delivers the child to the service and collects the child from the service; the employee or unpaid worker responsible for checking the children in and out. 10. The record of attendance for each room accurately reflects the children in the room, and is updated when a child leaves or enters 11. Authorisation to collect child form to be completed 12. Relevant staff have received training on the policy on authorisation to collect children 13. Children only given to authorised persons. 14. All windows secured with fire safe window restrictors. 15. Visitor's book in use 16. Critical Plan in place and known to staff 	
Responsibilities:	Management and staff of Little Stars on the Lane

6. GENERAL SAFETY

Hazard Identification:	GENERAL SAFETY
Risk of:	Slips, trips, falls, other injuries Security breaches, missing child Choking hazards
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Carry out daily risk assessment of indoors/ outdoors/sanitary
2. All doors should be secured to outside at all times
3. Temperature of rooms are within the allowed ranges
4. Staff should “scan” for hazards at all times.
5. Employees are responsible for good housekeeping, so must not create slip / trip / fall hazards.
6. Hazardous small parts that may become detached during normal use, (or that could break off if the equipment was treated roughly), and that present a choking, breathing, or swallowing hazard to a child, are always out of reach and are only used under supervision.
7. All hazards to be identified and children protected from risks associated with the hazards.
8. Children are not allowed to blow up balloons, suck on, or put balloons in their mouths, or have access to un-inflated or under-inflated balloons.
9. Equipment not placed on uneven surfaces within reach of safety hazard, i.e. window
10. Large pieces of furniture, including televisions, have stable bases and are securely anchored.
11. Chairs and other furnishings that children can easily climb are kept away from cabinets and shelves
12. Stationary activity centres are used with the stabilising legs down in a locked position
13. Hazardous equipment is inaccessible to children or removed until it is made safe or replaced
14. Proper lighting to be in use.
15. Building in use to be of sound and stable structure
16. Adequate space to be provided for children.
17. Sockets Covered
18. Sharp edges protected
19. Chemical cleaning agents and equipment to be stored in locked facility away from classrooms
20. **Fire safety window restrictors used.**
21. Visibility strips used on large panes of glass
22. No frayed rugs/furniture causing trip/choking hazard
23. Flooring and skirting in good condition
24. **TVs wall mounted securely**
25. Sun creams, medicines and other toxic items stored in an inaccessible location for children.
26. Medicine policy adhered to
27. Ramps
 - Guardrails are provided at open sides of external, ramps, and other walking surfaces.
 - Inside and outside ramps, porches and other walkways to the service’s building are safe to use and are kept in good repair and are well lit.
 - Damaged or worn carpet is repaired.
 - Railings are strong, and do not have any footholds for climbing on, or gaps to fall through, crawl under or over
28. Outdoor equipment is secure, safe and without sharp edges, splinters that might cause a risk to children
29. Paintwork on walls and skirting in good repair

Responsibilities:

Management and staff of Little Stars on the Lane

7. ELECTRICITY ACCIDENTS

Hazard Identification:	ELECTRICITY ACCIDENTS
Risk of:	Injury caused by electrical hazard
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Electrical equipment/systems on the premises must be properly installed, conforming to ETCI rules and General Application Regulations 2007 2. Children must not have access to electrical systems such as ESB distribution boards. Access to be restricted to competent person. 3. Only qualified competent and authorised electrical contractors (RECI certified), nominated by Management are permitted to work on electrical equipment/systems. 4. Staff must immediately report electrical faults etc. and cordon off area or take defective equipment out of use (e.g. damaged cables, loose plugs/sockets). 5. Plug sockets not in use must have safety caps fitted. 6. Use of multiple adaptors is not permitted, so as to prevent overloading electrical system. 7. If an electrical fire breaks out, a competent and trained staff member must raise the alarm and evacuate the premises; furthermore, establish if the item can be disconnected from supply, and use a suitable fire extinguisher (CO2 or powder) to put out the fire (if safe to do so) 8. Water must NEVER be used on electrical fires. In addition, some foam extinguishers are not suitable to use on electrical fires. 9. Mobile lighting (e.g. table lamps) must never be used on the premises. 10. Never place an electrical item in water, or use such an item in damp or wet conditions 11. All trailing flexes to be pinned up 	
Responsibilities:	Management and staff of Little Stars on the Lane

8. FALL FROM HEIGHT

Hazard Identification:	FALL FROM HEIGHT
Risk of:	Injury caused by fall from height
People at Risk:	Employees, Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Standing on table, chairs or windowsills is strictly prohibited. 2. A separate risk assessment should be completed if hanging decorations or posters at a height on walls and preventative measures put in place. 3. Climbing play equipment monitored and maintained 	
Responsibilities:	Management and staff of Little Stars on the Lane

9. FIRE SAFETY

Hazard Identification:	FIRE SAFETY
Risk of:	Smoke Inhalation Burns Death Damage to equipment and premises
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Fire Cert in place (National School)
2. Premises fitted with firefighting equipment
3. Fire extinguishers are in place and serviced annually by the National School
 - The fire extinguishers used are suitable and appropriate for use in the type of service being operated.
 - A qualified fire safety person approved the requirements for the service, and this approval is documented
4. Fire alarms and smoke alarms are maintained by the National School
 - A fire alarm is in place in every premises used for Early Years Services.
 - Fire alarms in the service are maintained in line with the requirements set out in Fire Safety in Pre-Schools 1999.
 - All alarms are checked every year by a competent person with appropriate training. Records of this testing are kept by the service.
 - Self-contained smoke alarms (mains powered) are tested at least once a month by using the test button on the units to ensure the alarm is sounding. This testing is documented
5. Fire facilities are serviced and maintained by competent contractors appointed by Management of the School
6. Fire blanket is present in kitchen area.
7. Fire evacuation procedure is on display with a map.
8. At least two means of escape are present.
9. Smoking is strictly prohibited in all areas (signs in place).
10. Training of Management and staff in fire safety and fire prevention, undertaken at least every 2 years.
11. Appointment of fire officers who take responsibility
12. Daily check carried out by the Manager or a designated competent person on means of escape and overall fire services.
13. Compliance with fire safety standards regarding furniture in places of public assembly i.e. fire-retardant curtains, chairs etc.
14. Daily cleaning of premises and safe disposal of waste.
15. Flammable substances (e.g. aerosols) are strictly prohibited in the premises.
16. Completion of monthly fire drills and recording of findings:
 - Fire drills are carried out by setting off the fire alarm every month and at the start of each new school year and more frequently if necessary. e.g.
 - following an ineffective fire drill practice.
 - following a fire drill that identified risks.
 - in services where children with additional needs are catered for.
 - Fire drills are carried out on different days of the week and at different times of the day.
 - Fire drills include a complete evacuation of the service to a prearranged, designated assembly point
17. Access routes and fire exits to be kept clear
18. Fire exits to be unlocked when premises is in use.
19. Fire doors are not obstructed or propped open
20. If window restrictors are in use, they are able to be opened in case of fire using a child-

Responsibilities:	Management and Staff of Little Stars on the Lane
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10. FOOD INCIDENTS (ILLNESS)

Hazard Identification:	FOOD INCIDENTS (ILLNESS)
Risk of:	Choking hazards, Allergic Reactions, Infection, Illness
People at Risk:	Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Staff trained in food Hygiene
2. All food spillages cleaned up immediately and disposed of in lidded bins.
3. Food supplies not discarded on floors, desks etc.
4. Staff to remove waste / discarded food at end of lunch / snack breaks and final clean-up at end of session / period.
5. Staff who spill food must clean it up immediately.
6. Children will be supervised when eating.
7. Children's allergies to be identified and a medical care plan in place
8. No nuts, fizzy drinks, and this is communicated to parents/guardians. Lunches supplied by parents compliant with policy.
9. Staff and child hand washing routines in place
10. Food is appropriate to the ages, development and needs of the children.
11. Children have access to food if they are hungry between meals.
12. Drinking water is freely available always (water stations in each room)
13. Food portion sizes are appropriate to the ages of the children.
14. Parents are advised if their child has not eaten well.
15. Staff sit with children during mealtimes and encourage good eating habits.
16. Information is available to staff in relation to children on special diets.
17. Parents are asked not to send sweets, crisps, or fizzy drinks to the service.
18. The following choking hazards are not included in meals or offered as snacks, whole nuts and popcorn. All fruit and vegetables must be quartered or halved.
19. Parents are advised on food portions
20. Equipment used during meal and snack times meets the following requirements:
 - Equipment is used according to manufacturers' instructions and is appropriate to the age and stage of development of the child.
 - The service provides furniture and utensils that are age appropriate and developmentally suitable to encourage children to be involved in and enjoy mealtimes.
 - Children are seated at tables that are between waist and mid chest level and allow the seated child's feet to rest on a firm surface.
 - For each child over the age of 1 year, the service provides chairs with a back and a seating height that allows the child to sit with their feet on the floor or ground
 - All furniture and eating utensils provided by the service make it possible for the children to eat at their best skill level.
 - Food utensils and equipment, including furniture, are adapted, if necessary, to meet the developmental and physical needs of individual children

Responsibilities:

Management and Staff of Little Stars on the Lane

11. GLASS BREAKAGE ACCIDENTS

Hazard Identification:	GLASS BREAKAGE ACCIDENTS
Risk of:	Cuts, bruises, bangs and other injuries
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Doors and windows are fitted with toughened glass. 2. Glass panelling is safety glass 3. Children are not permitted to open / close windows. CORRECT 4. Parents/guardians of children do not bring glass drink bottles / containers onto the premises 5. Staff must never bring glass drink bottles / containers into premises. 6. Glass doors fitted with visibility strips 	
Responsibilities:	Management and Staff of Little Stars on the Lane

12. HOUSE KEEPING HAZARDS

Hazard Identification:	HOUSE KEEPING HAZARDS
Risk of:	Slips, trips, falls, other injuries, means of escape blocked
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Clear walkways between chairs / tables and equipment to be maintained at all times. 2. Vigilance of staff where children place items in designated walkways; situation to be rectified. 3. Equipment cables to be kept under control and never left crossing a walkway. 4. Fire escape routes to be kept clear. 5. Doors to storage to be kept locked 6. Daily risks assessments to be carried out. 7. Cleaning schedules to be followed and soiled equipment removed until cleaned. 8. Damages/hazards to be reported. 9. Icy areas to be made safe by the National School 10. Broken damaged equipment and furnishings removed from areas accessible to children 	
Responsibilities:	Management and Staff of Little Stars on the Lane

13. MANUAL HANDLING INJURY

Hazard Identification:	MANUAL HANDLING INJURY
Risk of:	Back and other injuries
People at Risk:	Employees, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Staff trained in Manual Handling techniques. 2. Assistance sought for heavy, awkward loads, e.g. items weighing more than 10kg. 3. Personnel are only requested to carry materials, equipment and furniture that are safe to carry, without overloading themselves. 4. A clear pathway must be created to enable easy and safe access to workstation. Good housekeeping is essential. Keep workplace and classroom tidy 5. When dealing with small children, do not bend the back, bend knees instead. 6. If kneeling down to assist a child, kneel on soft cushion/pad to protect the knees. 7. Awkward postures must be avoided. <p>Adherence to kinetic method of lifting, and correct rules for safe manual handling, as follows:</p> <ul style="list-style-type: none"> • Assess area and load before lifting. • Ensure an unobstructed work area. • Check weight of item to be carried/moved e.g. by tilting, establish weight in kilos i.e. by assessing load before lifting bend knees and elbows. • Keep back straight. • Keep feet apart (approx. 90), thereby providing a broad, stable base and lift by using strong leg muscles. • Hold load close to the body. • Take good grip of load e.g. go for diagonal hold where possible. • Do not twist the back i.e. face in direction of feet movement. • Use same technique when setting down, i.e. bend the knees, keep back straight, keep feet apart. 	
Responsibilities:	Management and Staff of Little Stars on the Lane

14. INFECTION

Hazard Identification:	INFECTION
Risk of:	Infection Illness Sunburn
People at Risk:	Employees, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Adequate and suitable sanitation facilities to be provided on the premises.
2. Steps taken to prevent spread of infection. Staff to be aware of infection control, hygiene and cleaning policies (record kept)
3. Soap dispensers in operation and soap available
4. Equipment and furniture/fixtures to be kept in clean and hygienic condition and protected from infestation.
5. Premises to be adequately rodent-proofed, to ensure safety of children and prevention of pest infestation. (records checked) . This is responsibility of the school
6. Rigorous cleaning schedules followed. (records checked)
7. Adequate and suitable eating utensils, and handwashing, washing-up and sterilising facilities to be provided.
8. Children are made aware of personal cleanliness. Good hand washing and nose blowing practices in place
9. Good hand washing practices (staff) in operation:
10. Good hand washing practices (children) in operation
11. Disposable non-powered latex or nitrile gloves and aprons used for dealing with blood, bodily fluids, broken/grazed skin and mucous membranes
12. Soft furnishings clean
13. Sun hats stored separately in separate bags and labelled when assigned to individual child
14. Furniture free of cracks and tears rendering it unsuitable for cleaning and infection control
15. The laundering of soft toys, dress-up clothes, dolls clothes etc renders them clean
16. Sofas and chairs free of stains
17. Hot water available in all areas
18. Pedal bins used throughout building
19. No sweeping brushes/mops/dustpans accessible in rooms
20. Toilet brushes stored in holders not accessible to children
21. Hand Washing Guidelines are displayed at each sink
22. Protective clothing available (gloves and aprons)
23. Toys, materials and resources are not stored in sanitary area
24. Perishable food is kept in refrigerator, or cool place, at temperatures between 0-5 degrees
25. Perishable food is not left at room temperature for more than 2 hours

Responsibilities:

Management and Staff of Little Stars on the Lane

15. CHILD ABUSE/WELFARE ISSUES

Hazard Identification:	CHILD ABUSE/WELFARE ISSUES
Risk of:	Health and Safety Hazards, Welfare Violations, Privacy Misuse

People at Risk:	Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Policy and Safeguarding Statement in place 2. DLP's appointed and known to all staff and parents/guardians 3. Mandated persons listed and aware of duties 4. Staff knowledgeable about child protection procedure. 5. Staff follow behaviour management procedures correctly. 6. Child Protection Reporting steps on display. 7. Children treated with dignity and respect. 8. Children permitted to access Internet under supervision 9. Authorisations and permissions given (see Registration Form). 10. No photographs taken without consent. 	
Responsibilities:	Management and Staff of Little Stars on the Lane

16. EMPLOYEE WELFARE

Hazard Identification:	EMPLOYEE WELFARE
Risk of:	Health and Safety Hazards, Welfare Violations Privacy Misuse
People at Risk:	Staff, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Management/Supervisors to be aware of symptoms of stress/depression e.g. changes for the worse in a person's normal level of performance observed and dealt with by Management such as overeating/drinking being touchy/irritable.
2. Staff have been informed that if they feel pressure to talk to manager
3. All complaints/reports of stress/depression to be listened to sincerely and appropriate measures to be taken by the Manager
4. Endeavour to reduce or remove stressors, if possible
5. Refer to medical advisor

Responsibilities:

Management and Staff of Little Stars on the Lane

17. MEDICATION ACCIDENTS

Hazard Identification:	MEDICATION ACCIDENTS
Risk of:	Illness Infection Allergic Reactions Poisoning Death
People at Risk:	Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. There is evidence of the policy on administration of medication being implemented
2. Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to the policy on administration of medication
3. Staff trained in administration of medicine when required
4. Stated person responsible for administration of medication
5. Second person documented to check and countersign
6. Anti-febrile agent available at all times
7. Parental consent in writing and on child's file for anti-febrile meds
8. Records kept child, medication, dose, time, route.
9. Medical history of child recorded
10. Staff aware of effects of medication
11. Proper storage of medication and labelling.
12. Records completed correctly
13. Emergency Medical care plans in place for children with illness/disability/allergies
14. Sunscreen policy in place
15. Sunscreen not kept in children's bags and stored out of reach of children

Responsibilities:

Management and Staff of Little Stars on the Lane

18. GOVERNANCE

Hazard Identification:	GOVERNANCE
Risk of:	Non-compliance Privacy Misuse Child and Employee Welfare
People at Risk:	Staff, Children, Visitors, Contractors
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Designated Persons in charge. Always a Manager on the premises with accountability
2. Staff Roster in place and reflects actual practice with breaks covered and ratios compliant
3. All staff have job description and are aware of their role
4. All staff receive induction training
5. Ratios Compliant at all times
6. Contingency in place to cover absenteeism
7. Garda Vetting in file and renewed every 3 years (records kept for 5 years)
8. International Police checks on file
9. Vetted prior to commencement of service.
10. Disclosure risk assessment in place
11. Photo I.D on file and certified and in date
12. C.V. / Employment History. No gaps
13. Staff trained in First Aid for Children, Food Hygiene, Fire Safety, Manual Handling & Child Protection
14. Someone with first aid on the premises at all times
15. References in place, on file and validated.
16. Training record on file
17. Induction record on file
18. Job Descriptions on file

Responsibilities:

Management and Staff of Little Stars on the Lane

19. OUTDOOR HAZARDS

Hazard Identification:	OUTDOOR HAZARDS
Risk of:	Slips, trips, falls and other injuries Missing child Illness Infection Non-compliance
People at Risk:	Children
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed

Controls:

1. Furniture, toys and equipment on the premises (including outdoor area) conform to CE or EN safety standards or the European Communities (Safety of Toys) Regulations 2011, as applicable (Exception of natural materials)
2. Walkway to the outdoor area clear of hazards and children supervised on walk by a minimum of two staff members
3. Play equipment is installed and maintained in line with the manufacturer's instructions and specifications
4. The outdoor environment is checked regularly to ensure equipment is safe, secure and hygienic
5. A daily risk assessment is carried out on outdoor area
6. A monthly review of the up-to-date list of products recalls and products withdrawn from use by the Competition and Consumer Protection Commission is done
7. All climbing equipped is secured and checked
8. Children are supervised, and regular roll calls carried out
9. Children know the rules regarding the use of climbing equipment /slides
10. First Aid is available outdoors
11. No toxic plants are accessible to children
12. There is no means of escape: area fully fenced
13. Shock-absorbing surfaces are installed in fall zones, as recommended by the manufacturer, for the fall height of the play equipment
14. Equipment, materials and furnishings are sturdy and safe and do not carry the following safety hazards:
 - openings that could trap a child's head or limbs.
 - elevated surfaces and structures that are poorly guarded, e.g. a treehouse.
 - lack of shock-absorbing surfaces and fall zones under and around climbable equipment.
 - insufficient spacing between equipment.
 - components that can pinch, cut or crush skin and flesh
15. Equipment known to be of a hazardous type, is free from:
 - splinters.
 - protruding nails, bolts, or other components that could entangle clothing or snag skin.
 - loose, rusty parts
16. Natural materials such as branches, shells, rocks, pinecones, leaves, 'free and found' materials used in sensorial play, are suitable to the age and stage of development of the children and are non-toxic
17. Equipment, materials and furnishings are placed to help prevent collisions and injuries
18. Ride-on toys (such as tricycles) and wheeled equipment (such as scooters) used in the service:
 - are assembled and maintained in line with the manufacturers' instructions.
 - are capable of being steered.
 - are of a suitable size for the child.
 - have a low centre of gravity – that is, that the balance point is near the ground to make it stable and less likely to topple.
 - are in good condition, work properly and are free of sharp edges or protrusions that

Responsibilities:	Management and Staff of Little Stars on the Lane
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20. OFFICE

Hazard Identification:	OFFICE
Risk of:	Eye damage, back injury etc.
People at Risk:	Employees
Assessment of Risk:	LOW if the control measures below are in place and if all actions listed are completed
<p>Controls:</p> <ol style="list-style-type: none"> 1. Ensure that display screen equipment (DSE) workstations assessed in accordance with Health and Safety (Display Screen Equipment) Regulations 2. Ensure that all DSE meets with minimum requirements 3. Ensure that staff are aware of the free provision of eye tests where they are necessary and keep records of eye tests and examinations 4. Ensure that staff have received suitable information, instruction and training when using DSE 5. Office furniture, equipment and electrical appliances to be arranged in order to obtain maximum safety and use of the facilities 6. Desks, file cabinets etc, to be arranged as far as possible, so the drawers do not open into circulation space 7. File cabinet drawers to be closed after each use and only one drawer at a time to be opened to prevent toppling 8. The weight of documents etc, in the file cabinets to be evenly distributed 9. Free standing cabinets, bookcases, and shelving units to be secured to the walls/floors where necessary 10. Faulty desks, chairs, or other office equipment must be taken out of service or repaired immediately 11. Photocopiers to be located in well-ventilated areas 	
Responsibilities:	Management and Staff of Little Stars on the Lane

III. DAILY RISK CHECKLIST - OUTDOOR

Employees must report to the Health and Safety Officer/Manager without reasonable delay any hazard identified in garden area.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Route to play area clear						
Roll call done on leaving and arriving						
Adult positions to front and back of group						
Drain and manhole covers secured						
Area secure with no means of escape						
Waste bins inaccessible						
Garden and general maintenance equipment stored and out of reach of children						
Area free of animal waste						
Water/Sandpits covered when not in use						
Outside play equipment clean and in good repair						
Equipment securely anchored in accordance with manufactures guidelines or as necessary						
Leaves cleaned up						
Area free of tripping and falling hazards evident						
Area free of vermin						
Area free of small stones and gravel (age dependent) or risk managed						
Bikes/scooters, tractors in working order						
Scrubs and plants child friendly and area free of weeds						
Room Register brought outside						

First Aid box available outside						
Emergency Contact Numbers Available Outside						
Ratios Correct						

Signed: _____ Date: _____

IV. DAILY RISK CHECKLIST - SANITARY AREA

Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Sinks clean and taps working						
Toilets cleaned and flushed						
Floors clean and dry with no tripping and falling hazards						
Toilet area is fully equipped with hand-washing facility, hand-drying facility, toilet paper and anti-bacterial soap						
No Dangerous substances within reach of children						
Ventilation working						
Mirrors/ tiles safe with no sharp edges						
Hot water available (43 degrees)						
Disposable gloves and aprons available						
Handwashing signs in place						
Sanitary Area not used for storage of spare clothes or resources						

Signed: _____ Date: _____

V. DAILY RISK CHECKLIST – INDOOR ROOM

Employees must report to the Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees.

Week Beginning	M	T	W	T	F	Yes/No/Comment
All equipment, furniture, lighting is safe, and sockets covered						
Room is clean and tidy						
Drinking water available						
Floors clean and dry with no tripping and falling hazards						
Temperature of room controlled to 18 – 22 degrees						
No dangerous substances within reach of children						
No trailing cables or wires						
Furniture safe with no sharp edges						
No means for child to escape						
Windows up high or restrictors in place						
Hot water available (43 degrees)						
Registers accurate						
Fire exits clear						
All daily records available						

Signed: _____ Date: _____

VI. MANAGER'S CHECK

Week Beginning	M	T	W	T	F	Yes/No/Comment
Access and Egress routes are safe with no tripping/slipping hazards						
All communal areas are clear, clean and dry with no tripping hazards						
All doors are secured and in working order						
All fire doors clear						
Fire equipment in working order						
No trailing cables or wires						
Kitchen door closed. No access for children						
Staff equipped with daily risk assessments to be completed in each room						
Entry/Exit Gates Secure and outdoor area secure						
Correct number of staff on duty to meet ratios						

Signed: _____ Date: _____

VII. MONTHLY CHECK - FIRST AID BOX

Check if any items are missing or out of date and take appropriate action to re-stock

Date	Items Missing	Items out of date	Action Taken	Signature

Materials	1-10 children	11-25 children	26-50 children ¹
Adhesive plasters	20	20	40
Sterile eye pads (No.16 – bandage attached)	2	2	4
Individually wrapped triangular bandages	3	6	6
Safety pins	6	6	6
Individually wrapped sterile, unmedicated wound dressings (Medium (No. 8) 10 x 8 cm)	2	2	4
Individually wrapped sterile unmedicated wound dressings (Large (No. 9) 13 x 9 cm)	2	6	8
Individually wrapped sterile, unmedicated wound dressings (Extra-large (No. 3) 28 x 17.5 cm)	2	3	4
Individually wrapped disinfectant wipes	10	20	40
Paramedic shears	1	1	1
Examination gloves (pairs)	5	10	10
Sterile water where there is no clear running water ²	1 x 500mls	2 x 500mls	2 x 500mls
Pocket face mask	1	1	1
Water-based burns dressing ³ - small (10 x 10 cm)	1	1	1
Water-based burns dressing – large	1	1	1
Crepe bandage (7cm)	1	2	3

- ¹ If more than 50 people are involved, supplies should be increased accordingly.
- ² If mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20mls and should be discarded once the seal is broken. Eye baths, eye cups and refillable containers should not be used for eye irrigation due to risk of cross infection.
- ³ Where mains tap water is not readily available for cooling burnt area. The water-based burns dressing container should be CE marked.

Signed: _____ Date: _____

VIII. MEDICAL CONSENT AND ADMINISTRATION FORM

Child's Name: _____

Date of Birth: _____

Medication Name: _____

Medication Route: _____

Amount: _____ Start Date: _____

Date: _____

End

Times to be given: _____

_____ & _____ & _____ & _____

or If

Needed

Consent of Parents/Guardians: _____

Parents, please inform carers each morning of the time that medication was last administered. This is to be noted below, with "AT HOME" in the signature box. The container of medicine must be the original; clearly marked with above child's name and details of dosage to be administered. Temperature Reducing Medicine will only be offered after measures such as stripping of clothing, cool drinks and cold flannel have been implemented, and then, if the temperature has not dropped below 37.8°C (unless requested by primary carer).

Child's Name	Date	Time	Amou	Rout	Outcome	Staff Signature	Checked	Signature of Parent/Guardian

IX. ACCIDENT RECORD (ADULTS)

(Insert name of Service)		Accident / Incident Report:	
Name of Service		Incident Date:	
		Incident Time:	
Location of Incident:		Date and Time of Report:	
Name of Injured:	Occupation of Injured:	Date of Birth of Injured:	
Witnesses:			
Please attach signed witness statements for all incidents involving personal injury			
Supervisor at time:			
Description of Incident (add additional documentation and sketches)			

X. ACCIDENT RECORD (CHILDREN)

Name of service		Accident/Incident Report	
Incident Date:		Incident Time:	
Location of Incident:		Date of report:	
Name of Injured:		Date of Birth of injured:	
Witnesses (add names):			
Please attach signed witness statements for all incidents involving personal injury			

Number of children and adults in the room at time of accident
Description of Incident (add additional documentation and sketches)

Injury Management (TO BE COMPLETED BY FIRST AIDER).				
Body Part Affected:	Head <input type="checkbox"/> . Neck <input type="checkbox"/> . Trunk <input type="checkbox"/> . Arm <input type="checkbox"/> . Hand <input type="checkbox"/> . Fingers <input type="checkbox"/> . Leg <input type="checkbox"/> . Ankle <input type="checkbox"/> . Foot <input type="checkbox"/> . Eye <input type="checkbox"/> . Back <input type="checkbox"/> . Chest <input type="checkbox"/> .			
Signs and Symptoms and Treatment:				
Injury Status:	First Aid <input type="checkbox"/> .	Site First Aid <input type="checkbox"/> .	Doctor <input type="checkbox"/> .	Hospital <input type="checkbox"/> .
Date of return to service:		Object/equipment/substance inflicting harm:		
Anticipated absence if not back:				

Immediate causes:

Risk Assessment	By Whom	When By	Sign when completed
Remedial Action to Prevent Reoccurrence:			

Employee's Comments:

Employee's Name: _____

Signature: _____ Date: _____

Manager's Comments:

Manager's Name: _____

Signature: _____ Date: _____

Parent's/Guardians Comments:

Parent's Name: _____

Signature: _____ Date: _____

Has Parent/Guardian received copy of the Accident Report? _____

Has the Accident Report been placed on Child's File? _____

Signed: _____

Manager/Person in Charge

XI. CRITICAL INCIDENT PLAN

EMERGENCY

RISK; Low/Medium/High

PREPAREDNESS: What have you in place now

RESPONSE (How will you respond) (who does what)

COMMENTS

Signed: _____ Date: _____

XII. FIRE DRILL RECORD

DATE	TIME	NUMBER OF CHILDREN	NAMES OF ADULTS PRESENT IN ROOM	FIRE EXIT USED	TIME TAKEN	COMMENTS/REVIEW

Tip: fire drills to take place every month

XIII. GARDA VETTING DISCLOSURE RISK ASSESSMENT

Name of Employee/Potential Employee: _____

Person/Persons carrying out assessment: _____

Description of Disclosure:

Date of Conviction: _____

Date of application (disclosure): _____

Risk Criteria	Low/Medium/High	Comment and Reason for rating
The seriousness of the offence and its relevance to the safety of the children		
The length of time since the offence was occurred		
The age of the applicant at the time and the age now		
Whether the offence was a 'one off' or part of a history of offending		
Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely		
The degree of remorse or otherwise, expressed by the applicant and their motivation to change		
The sentence imposed in relation to the offence		
Whether the applicant has undertaken any kind of rehabilitation relating to the offence they committed e.g. anger management or drug treatment programme		
Work history since the offence		
Protecting the employee from situations that might cause difficulty e.g. allegations against them		

References from other employers		
Overall Rating	Reasons for Decision to employ/not employ	

If employing the candidate what controls (precautions) have you put in place (if applicable)

Signed: _____

Date: _____

Note: Risk will be assessed in relation to the individual in terms of the risk due to the disclosed offence. In some cases, the relationship between the offence and the position the individual has applied for will be clear enough to take a decision as to whether or not the individual is suitable for employment with the service. Points to consider are:

- Offences concerned with larceny, fraud and theft are crimes of deception and may be a behavioural indicator.
- Child Protection or related offences.
- Breaches in trust e.g. fraud.
- Offences against property e.g. arson, armed robbery.
- Drug related charges/convictions (particularly possession for sale or supply).
- Offences against the person e.g. assault, harassment, coercion.
- Offences against the state.

XIV. RISK ASSESSMENT - PREGNANT EMPLOYEE

To be carried out at the beginning of each trimester

Name	
Job Title	Location
Date of Assessment	Name of Assessor
Due Date	

The following is a non-exhaustive list of hazards that may affect new and expectant mothers. The assessment will be carried out with the expectant mother and if any of these hazards are present in the work environment the 'yes' box will be ticked. Details of any corrective action to be taken will be documented. If the new or expectant mother has any specific problem with their work or work environment, it should be indicated during the assessment.

The new or expectant mother will be asked to read the document and sign that she agrees with the contents.

Please note that circumstances may change during pregnancy that will alter this risk assessment. If this occurs, please contact your Supervisor/ Manager and request a further risk assessment.

Section 1: The Working Environment			
Hazard			Actions/Comments
Are there space constraints preventing good posture?	YES	NO	
Is it necessary to reach over or around obstacles?			
Are there?			
Steps Slopes Uneven surfaces Rubbish or clutter Trip hazards			
Are there rest facilities?			

Is protective clothing provided?			
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Section 2: Biological Hazards			
Hazard	Actions/Comments		
Is there likely exposure to Biological Hazards? (infectious illness)	YES	NO	
Is there possible exposure to: Toxoplasma? Is the pregnant employee immunised against this?			
Is there possible exposure to Rubella Virus? Is the pregnant employee immunised against this?			

Section 3: Manual Handling and Movement (the word 'load' may refer to a person in the moving and handling section)			
Hazard	Actions/Comments		
Does the job involve: periods in excess of 1 hour at a time standing or sitting? Repetitive handling or lifting? Twisting/stooping or upward reaching? If pushing or pulling, are hands above the shoulder or below the waist? Does the load have to be handled up steps or slopes?	YES	NO	
Are chairs provided?			
Is any equipment provided?			
Is there slipping potential?			

Section 4: Visual Display Units (VDU)			Actions/Comments
Hazard			
Does the job involve: Use of a VDU?	YES	NO	
Has the operator been educated in the safe use of VDU's?			
Has an ergonomic assessment been completed?			

Section 5: Employee			Actions/Comments
Are you satisfied with			
Break/Rest periods?	YES	NO	
Working temperatures?			
Job rotation?			

Section 5: Employee			Actions/Comments
Are you aware of			
First aid procedures?	YES	NO	
Have you received information and training in your job?			
When did you last receive manual handling training?			
Are you up to date with immunisations?			

Any further Comments or suggestions

In the opinion of the assessor, taking into account the factors identified during the assessment, is corrective action required? YES/NO

If Yes outline action required

Signed: _____
Employee

Date: _____

Signed: _____
Assessor

Date: _____

Aspects of Pregnancy that May Affect Work

The impact will vary during the course of the pregnancy and you will want to keep the situation under review. For example:

Aspects of Pregnancy	Factors in work
Morning Sickness	Early shift Exposure to nauseating smells
Backache	Standing, manual handling, posture
Varicose veins	Standing, sitting
Frequent visits to the toilet	Difficulty leaving group and maintaining child adult ratios
Increasing size	Manual handling, cooking, cleaning
Tiredness	Overtime, long shifts
Balance	Problems moving around slippery surfaces
Comfort	Provision for adult sized chairs for resting
Agility, Coordination, Speed of Movement	Supervising lively toddlers, arranging furniture

Hazards Specific to Childcare Services:

- Handling a load- lifting and carrying children and equipment
- Biological agents – including viruses, bacteria etc.

Biological Agents in the Workplace:

Exposure to biological agents can happen for example

- Laundering clothing or linen soiled with a blood borne virus or infected faeces.
- Exposure to viruses and illnesses including Rubella, Chicken Pox, Toxoplasma, Hepatitis B, HIV, Herpes, TB, Syphilis, and Typhoid.

It is important therefore that all staff and parents are informed if any children or staff may have been exposed to any of the above viruses. It is very important however, to maintain strict confidentiality. For example, the information may be conveyed by a dated memo to staff/parents or notice on the staff/parent notice boards to advise.

'A case of Chicken Pox has been reported' (Dated and signed by the Manager)

XV. RISK ASSESSMENT – Artwork/Picture Hanging

To be used on occasions when pictures/Artwork are being hung.

Week Beginning	M	T	W	T	F	Yes/No/Comment
The persons carrying out this task has Manual Handling training						
All materials related to the task are prepared and ready beforehand						
All artwork or pictures to be arranged by size to be carried to create a stable load						
Awkward or large artwork to be lifted one at time						
Weight to be tested before lifting						
Pictures/artwork to be held close to the body						
Weight rated step ladder to be used to hang items where required – 3 points of contact are maintained on the step ladder						
Employees do not step on other furniture not suitable for hanging i.e. Stools, Tables, boxes etc.						
Step ladder placed on even ground/ surface						
Step ladder in good useable condition						
Best method of hanging – felt adhesive, hooks, blue tack etc.						
Always done in pairs – one staff member assisting the other						

Signed: _____ Date: _____

XVI. Safety Briefing for Specific Event in Early Years Setting

Title of Event: _____

Describe Event

Who will be present?

List Possible Hazards

List controls to manage hazards

Outline roles and responsibilities of each staff member

Signed by all staff

XVII. ANNUAL HEALTH & SAFETY REVIEW

The purpose of this Annual Review is to present an overview of the progress made by the company over a 12-month period in the areas of safety, health and welfare.

Number of accidents and/or incidents:	
Number of First Aid incidents:	
Number of workdays lost as a result of incidents:	
Full details of any safety training carried out during the year:	

Signed: _____ Date: _____

DAILY RISK CHECKLIST – SCHOOL COLLECTIONS

To be carried out for every school collection

Week Beginning	M	T	W	T	F	Yes/No/Comment
Insurance is in place						
First aid, a phone and the list of children to collect available						
Parents have signed off on authorisation to collect						
Children are collected from the line in the school yard						
Children will wear seatbelts and staff will ensure the driver is not distracted						
A staff member will always exit the vehicle first and supervise children disembarking						
For walking children, we hold hands and use a designated walking route						
Where there is a number of children an adult will be to the back and front of the group						
Where roads are crossed the pedestrian lights are used where possible						

Signed: _____ Date: _____

MONTHLY CHECK – FIRST AID BOX

Check if any items are missing or out of date and take appropriate action to re-stock

Date	Items Missing	Items out of date	Action Taken	Signature

Materials	First Aid Travel Kit Contents	1-10 children	11-25 children	26-50 children ¹
Adhesive plasters	20	20	20	40
Sterile eye pads (No. 16 – bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	3	6	6
Safety pins	6	6	6	6
Individually wrapped sterile, unmedicated wound dressings (Medium (No. 8) 10 x 8 cm)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings (Large (No. 9) 13 x 9 cm)	1	2	6	8
Individually wrapped sterile, unmedicated wound dressings (Extra-large (No. 3) 28 x 17.5 cm)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Examination gloves (pairs)	3	5	10	10
Sterile water where there is no clear running water ²	2 x 20mls	1 x 500mls	2 x 500mls	2 x 500mls
Pocket face mask	1	1	1	1
Water-based burns dressing ³ - small (10 x 10 cm)	1	1	1	1
Water-based burns dressing - large	1	1	1	1
Crepe bandage (7cm)	1	1	2	3

- ¹ If more than 50 people are involved, supplies should be increased accordingly.
- ² If mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20mls and should be discarded once the seal is broken. Eye baths, eye cups and refillable containers should not be used for eye irrigation due to risk of cross infection.
- ³ Where mains tap water is not readily available for cooling burnt area. The water-based burns dressing container should be CE marked.

Signed: _____ Date: _____

RISK CHECKLIST – THE FIELD AREA/OUTDOOR AREA

Employees must report to the Health and Safety Officer/Manager without reasonable delay any hazard identified in garden area.

Week Beginning	M	T	W	T	F	Yes/No/Comment
Visual check carried out in advance including a full walk of site and boundary to ensure no hazards						
Route to area clear. Area not to be used if any maintenance work is in progress or if other adults are present						
Area not to be used if chemicals are present						
Area only to be used in daylight						
Area not used if there is any machinery or vehicles present						
Gate is latched						
A mobile phone is available to staff in this area						
Staff are aware of the boundary						
Children wear high vis jackets and roll call done on leaving and arriving. Children not allowed go beyond second viewing hut						
Adult positions to front and back of group						
Drain and manhole covers secured						
Children under supervision at all times and know the rules about their limits						
Waste bins inaccessible						
Garden and general maintenance equipment stored and out of reach of children						
Area free of animal waste						
Water/Sandpits covered when not in use						
Outside play equipment clean and in good repair						
Equipment securely anchored in accordance with manufactures guidelines or as necessary						
Leaves cleaned up						
Area free of tripping and falling hazards evident						
Area free of vermin						

Area free of small stones and gravel (age dependent) or risk managed						
Bikes/scooters, tractors in working order						
Scrubs and plants child friendly and area free of weeds						
Room Register brought outside						
First Aid box available outside						
Emergency Contact Numbers Available Outside						
Ratios Correct and 2 staff members always present. Groups and individual children evaluated for suitability and safety (no flight risks)						

Signed: _____ Date: _____

DAILY RISK CHECKLIST - HALL

Employees must report to the Health and Safety Officer/Manager without reasonable delay any hazard identified in hall area

Week Beginning	M	T	W	T	F	Yes/No/Comment
Children supervised on walk to hall. One staff member will be to the front of group and one to back. of group						
Area made secure by creating a “no go area” Include here any arrangements in place to make the specific area secure before using it.						
Sockets covered or not accessible						
No child to enter hall on their own without adult supervision						
Equipment stored and out of reach of children						
Staff will position themselves, so they can see full hall area and in particular the two doors leading to the outdoors. Children are taught the rules about not going beyond the cones which creates a visual barrier						
Regular roll call will be carried out by a “designated person in charge”						
Play equipment clean and in good repair						
Area free of tripping and falling hazards evident						
Critical Incident Plan in the event of a sick or missing child						
Charged mobile phone available						
Room Register brought to hall						
First Aid box available in hall						
Emergency Contact Numbers Available when using hall						
Ratios Correct and 2 staff always present in the hall area						

The profile of the group & individual children is assessed to ensure suitability and safety in using this area						
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Signed: _____ Date: _____