



HEALTH AND SAFETY POLICY AND RISK ASSESSMENT

Why Have A Health and Safety Policy?

Under the 1974 Health and Safety at Work Act all employers must produce a written health and safety statement if they employ 5 or more people and show it to a Health and Safety Inspector if requested.

Peace Childcare Ltd regards it as essential to have an explicit health and safety policy that demonstrates responsibility for the welfare of all staff, volunteers and all users of the services Peace Childcare provides.

The law is that a service must have a written statement of its general policy describing "its organisation and arrangements" for carrying out the policy, and that the policy and any revision of it must be brought to the attention of the Board of Directors of the organisation whether paid or unpaid.

The following regulations must be adhered to:

- Health and Safety at work Act 1974
- Workplace (Health and Safety& Welfare) Regulations 1992
- Management of Health & Safety at work Regulations 1999

and all other associated Regulations which include;

- Personal Protective Equipment at Work Regulations 1992
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employee Regulations 1989
- Employers 'Liability (Compulsory Insurance) Act 1969
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Food Hygiene Legislation
- Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Safety (Temperature Control) Regulations 1995

Policy

This is the Health and Safety Policy of PEACE CHILDCARE LTD, herein after referred to as Peace Childcare.

Policy

Peace Childcare firmly believe that the adequate provision for health and safety is essential to working life. The maintenance of healthy and safe working conditions and the prevention of harm through injury are in the best interests of our employees and their families, and our service users as well as being vitally important to the services efficiency and success.

In recognition of this Peace Childcare will:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and will provide up to date information about health and safety issues at work.
- accept its responsibility for the health and safety of the service users and other people who may be affected by its activities. Peace Childcare recognises that it could be held liable for any actions which affect safety on its premises.
- ensure that all employees know and understand their responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others.
- ensure that all employees have a working knowledge of this policy and are fully aware of their responsibility for safety and of the safety rules which are relevant to their own jobs.
- provide relevant training in health and safety matters to designated staff. All other employees will receive the training necessary to ensure that they are able to do their jobs safely.
- identify potential hazards and risks and undertake written risk assessments. Peace Childcare will introduce as far as is reasonably practicable, measures to reduce and minimise risk and potential hazards
- take account of the health and safety risks to women who are pregnant, women who are breastfeeding and women who have given birth in the last 6 months.
- recognise its duty to inform new employees, service users and visitors to the service of its health and safety procedures to ensure that they are able to comply fully and to minimise the risk of breaches in its Health and Safety Policy and procedures.
- keep this policy up to date, particularly if the service changes in nature, size and location. To ensure this, the policy and the way in which it is operated will be reviewed each year.

Responsibilities

Peace Childcare's policy is to provide and maintain healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as needed for this purpose. We also accept our responsibility for the health and safety of service users and other people who may be affected by the service's activities.

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

The Board of Directors of PEACE CHILDCARE Ltd has overall and final responsibility for Health and Safety in all of the services provided by Peace Childcare as well as the office premises.

Catherine Whiteside Services Manager who is office based has responsibility for providing overall support to all Centre Managers and the Sitter Service Co-ordinator in carrying out their responsibility for Health and Safety in their Centres as detailed in their job descriptions.

If a Centre Manager is absent, the Senior Childcare Worker in the Centre will take on this responsibility.

All Childcare workers are delegated responsibility on a daily basis for certain aspects of Health and Safety by their Centre Manager.

A folder containing the full list of Peace Policies and Risk Assessments is held in each Centre, with the Sitter Service and in the main office.



SAFETY CHECKLIST (which is held in each service PEACE Childcare provides)

FIRST AID

For First Aid the trained First Aider is:

First Aid Box is located:
.....

Appointed person responsible for the First Aid Box:
.....

Person responsible for reporting incidents to the Incident Contact Centre
.....

The current accident record book is in (location)
.....

MEDICATION ADMINISTRATION RECORDING SYSTEM

A Medication Administration recording system is kept by each Centre Manager/Senior Childcare Worker.

FIRE SAFETY

Each service will carry out and record fire drills at least 6 per year. The number of drills will be sufficient to allow all the staff and the children registered with the service to participate and to become familiar with the drill.

All staff will be trained in fire drill procedures and will know the location of the evacuation assembly point.

Fire Exits will be kept clear at all times.

Fire Extinguishers, smoke and fire alarms will be checked at least annually.

Any problems will be reported to East Ayrshire Council.

INFECTIOUS DISEASES

A fully comprehensive Infection Control Policy is on display in all our Centres.

Name of Centre:

Date:

ACCIDENTS

In the event of an accident all information will be recorded on accident forms and signed by a member of staff and the parent/guardian.

All members of staff have a duty to report all accidents regardless of how minor it might seem

Each centre has at least one designated fully qualified First Aider

DANGEROUS SUBSTANCES

All substances will only be used for specified purposes by adults. All potentially dangerous substances will be stored securely and out of reach of children i.e. all cleaning materials.

All spillages must be removed immediately to avoid accidents

Reviewed Wednesday 17th February 2021

Signed: (Chairperson) (Date)

Premises:-

Responsible Manager:-

Risk Assessment

Hazard	
Risk Of:-	
Risk from:-	
Control:-	
Potential outcome:	Risk Rating
Likelihood without control measures =	
Likelihood with control measures =	
Severity without control measures =	
Severity with control measures =	
Assessor's Name	Designation
Assessment Date	
Re Assessment Date	

RISK ASSESSMENT MATRIX

OVERALL ASSESSMENT OF RISK: CATEGORY OF RISK

- **LOW** = where harm is possible but unlikely and of low consequence
- **MEDIUM** = where harm is likely to occur and the injury is significant
- **HIGH** = where harm is very likely to occur and the injury is Major

OVERALL RISK RATING

(Risk Rating = Likelihood of harm being realised multiplied by the severity of the injury)

The tables below highlight into which Severity Risk Rating band the risk rating will fall - Low, Medium or High.

Key Severity		Key Likelihood	
Critical/Fatality	FAT	Highly probable	H/P
Severe	SEV	Probable	PRO
Significant	SIG	Possible	POS
Marginal	MAR	Unlikely	UNL
Negligible	NEG	Very Unlikely	V/U

KEY TO OUTCOME OF RISKS

Low Risk	L	Medium Risk	M	High Risk	H
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CALCULATING A RISK RATING: MULTIPLY the LIKELIHOOD BY the SEVERITY I.E. Possible (3) X Significant (3) = Risk Rating of (9): Medium Risk		Critical / Fatal	Severe	Significant	Marginal	Negligible	SEVERITY INDEX
Likelihood Index	Highly Probable						25
	Probable	20	16	12	8	4	
	Possible	15	12	9	6	3	
	Unlikely	10	8	6	4	2	
	Very Unlikely	5	4	3	2	1	
			Low Risk		Medium Risk		High Risk

Severity Index

(Includes Damage to Property and Environment)

- (1) Negligible:- Paper cut / No lost Time / No Damage
- (2) Marginal:- Off work Less than 3 days / Minor Injury
- (3) Significant:- Minor injury over 3 days / Reportable
- (4) Severe:- Major injury over 3 days / Hospitalisation
- (5) Critical and/or Fatality/ Fatalities:- Critical injury: over 6 months lost time
Death/ multiple deaths

Likelihood Index

- (1) Very Unlikely:- Not to be expected
- (2) Unlikely:- Unusual / Rare
- (3) Possible:- Even Chance 50 / 50
- (4) Probable:- Not a Surprise
- (5) Highly Probable:- To be Expected