



Gordon Park
Early Learning
+ Childcare
Charity No: SC006527

Health & Safety Policy

1. Policy

At Gordon Park Early Learning & Childcare (ELC) we firmly believe that the adequate provision for health and safety is essential to working life. The maintenance of healthy and safe working conditions and the prevention of harm through injury are in the best interests of our employees, our service users and their families as well as being vitally important to our efficiency and success. In recognition of this we will:

- Provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, and will provide up to date information about health and safety issues at work.
- Accept responsibility for the health and safety of service users and other people who may be affected by our activities. Gordon Park ELC recognises that we could be liable for any actions which affect safety on its premises.
- Ensure that all employees know and understand their responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others.
- Ensure that all employees have a working knowledge of this policy and are fully aware of their responsibility for safety, as well as the safety rules which are relevant to their own jobs.
- Provide relevant training in health and safety matters to designated staff. All other employees will receive the training necessary to ensure that they are able to do their job safely.
- Identify potential hazards and risks and undertake written risk assessments. Gordon Park ELC will introduce, as far as is reasonably practicable, measures to reduce and minimise risk and potential hazards.
- Take account of the health and safety risks to women who are pregnant, women who are breastfeeding and women who have given birth in the last six months.
- Recognise the duty to inform new employees, service users and visitors to the setting of its health and safety procedures to ensure that they comply fully

and to minimize the risk of breaches in its Health and Safety Policy and procedures.

- Keep this policy up-to-date, particularly if the group changes in nature, size, and location. To ensure this, the policy, and the way in which it has operated will be reviewed every year.

2. Responsibilities

2.1

At Gordon Park ELC our policy is to provide and maintain healthy working conditions, equipment, and systems of work for all our employees, and to provide such information and training as needed for this purpose. We also accept our responsibility for the health and safety of service users and other people who may be affected by the setting's activities. The allocation of duties for safety matters and the arrangements which the group will make to implement the policy are set out below.

At Gordon Park ELC the Manager, Staff and Committee have responsibility for health and safety in the setting and for this policy being carried out.

The following people are responsible for safety in particular areas:

Name: Maryanne Leask.....
Designation: Health & Safety Officer.....
Responsibility's: Risk Assessments/Food Hygiene/Medicines/Accident Reporting

Name: Catherine McGregor Green.....
Designation: Fire Marshall.....
Responsibility's: Fire Equipment and Evacuations.....

All Staff: Housekeeping/First Aid/Accident recording/Equipment Maintenance and Inspection

2.2

All employees have a responsibility to cooperate in achieving a healthy and safe workplace and to take reasonable care of themselves and others. They are expected to:

- Attend object handling training every three years and use proper methods for lifting and handling of children and equipment, as detailed in HSE guidance, for example, keeping the back straight, not lifting equipment that is heavy on their own, and asking someone to help.
- Attend infection control training every three years and follow best practice procedures detailed in the group's Infection Control Policy in relation to:

- Storage, preparation, and handling of food
- Disposal of hazardous substances, including body fluids
- Keeping the setting and equipment clean and tidy
- Handwashing
- Report any injury, however slight, to employees, service users, visitors etc.
- Report hazards.
- Keep all fire exits clear and follow procedures if a fire incident occurs.
- Store hazardous substances safely (Control of Substances Hazardous to Health - COSHH).

Whenever an employee notices a health or safety problem which they are not able to put right, they must report the matter immediately to the appropriate person, named above.

3. General Arrangements

3.1 Accidents

All staff are qualified first aiders and will deal with any injury requiring treatment. The setting will maintain a clearly marked, accessible workplace compliant first aid kit. The first aid kit will be replenished regularly. Gordon Park ELC will comply with the requirements of Reporting of Injuries Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

Gordon Park ELC will follow Care Inspectorate standards of having a first aider always trained in paediatric first aid available.

The First aid box is located on the shelf in the kitchen

Appointed person responsible for first aid box

Kate McCleod.....

Person responsible for reporting incidents to the Incident Contact Centre (ICC)

Maryanne Leask (Manager).....

RIDDOR Reporting

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013). RIDDOR places a legal duty on employers, the self-employed and those in control of premises to report some work-related accidents, diseases, and dangerous occurrences to the relevant enforcing authority for their work activity. When appropriate reports will be made to the Incident Contact Centre (ICC). This allows reports to be made to one single point; it is user friendly, fast, and effective. The ICC will forward your report to the correct enforcing authority, there is no need to make any other reports to the Health and Safety Executive or the local authority.

RIDDOR: Any work-related accident resulting in staff or volunteers being off work for seven days or more, or in a death; someone being taken to hospital; a fracture (except finger, thumb, or toe) must be reported within 15 days from the day of the accident. All incidents can be reported online either through www.riddor.gov.uk or www.hse.gov.uk websites. The HSE's website includes interactive report forms for RIDDOR reports, available at www.hse.gov.uk/forms/index.htm

A telephone service is available for reporting fatal and major injuries only - call the Incident Contact Centre (ICC) on 0845 300 9923. There is no need to make other reports to the local Health & Safety Executive or local authority. The ICC will forward the report to the correct enforcing authority. Employers and others with responsibilities under RIDDOR must keep a record of all over-three-day injuries in their accident book. A full list of reportable major injuries is listed in the Health & Safety folder.

All accidents to any child or adult will be recorded in duplicate, and for a child one copy will be given to the child's parent/carer. The current Accident and Incident Record sheets are in blue folder in wooden box kept in playroom.

All accident records must be kept for a minimum of three years from date of entry however it is recommended permanently by (Health & Safety at Work Act 1974) in the group's archives.

3.2 Dealing with Body Fluids

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

4. Fire Safety

4.1

Gordon Park ELC will carry out and record fire drills at least once per month. The number of drills will be sufficient to allow all staff, as well as the children registered

with the group, to participate and become familiar with the drill. Fire drills will be practiced through all doors within the setting through the following procedure which will be displayed on the staff notice board.

- Fire Marshall (Catherine McGregor Green) to activate fire alarms
- Staff to calmly call the children together, visually checking the space around them is empty, evacuate children through nearest safest fire exit and take them to the fire assembly point.
- Headcount the children in their care alerting the Fire Marshall if any are missing.
- Fire Marshall to check building to make sure it has been fully evacuated closing all doors behind them. Pick up register, phone and go to assembly point where register will be checked to see if all children present and phone Fire Service.

Adults will be trained in fire drill procedures and will know the location of the evacuation assembly point. Fire exits will always be kept clear. The Fire Marshall will check the fire extinguishers weekly to make sure they are in the correct locations, pins and seals are in place, there is no damage to the extinguishers and the gauge (If fitted) is in the green sector. Fire alarms will be checked weekly making sure a different call point is checked each time. Any problems will be reported immediately to the Manager.

4.2

Escape Routes

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

Location: Playroom/Front Door/Back Door

Checked by: Fire Marshall - Catherine McGregor Green.....

Frequency: Daily

4.3

Fire Extinguishers

Location: Playroom.....

Checked by: Fire Marshall - Catherine McGregor Green.....

Frequency: Weekly.....

An annual check will be conducted professionally. The setting will ensure this is done directly through their landlord Aberdeenshire Council.

4.4

Fire Alarms

Location of 'break glass' alarms: Front Door/Back Door/Playroom.....

Tested by: Fire Marshall - Catherine McGregor Green.....

How often: Weekly.....

4.5

Location of Other Fire Emergency Equipment

Alarm: Each end of playroom/Front door and back door.....

Fire blanket: On wall in Kitchen

4.6

Evacuation Assembly Point: Tennis Court.....

Alternative premises to be used in case of complete evacuation: Ellon Primary School.

Telephone: 01358 281090

Safe route to the location: Through Gordon Park.....

5. New Service Users and Visitors

Gordon Park ELC could be liable for any actions by service users or visitors, which affect safety on our premises. New service users and visitors may not know what hazards there are and what precautions they should take. It will, therefore, be the responsibility of the manager to make them aware of the Health and Safety Policy and that they accept their responsibility to abide by the setting's procedures.

6. Pregnant Women

6.1

At Gordon Park ELC we believe that the health and safety of the mother and baby is paramount and will endeavour to minimise risk for pregnant women. Care will be taken to ensure pregnant women are not asked to lift, bend, move or handle heavy equipment. Parental involvement with the group activities will be flexible enough to consider an individual's circumstances. Further information is available via the Health and Safety Executive - <https://www.hse.gov.uk/mothers/>

6.2

If a staff member is pregnant, the setting will undertake a written risk assessment of their job and will, if necessary:

- Make temporary adjustments to their working conditions and/or hours of work or, if this is not practicable, or would not avoid the risk, then
- offer suitable alternative work (at the same rate of pay), if available or, if this is not feasible,
- suspend the employee from work on paid leave for as long as necessary to protect their health and safety, and/or that of their child.

The risk assessment will be monitored and reviewed regularly, and adjustments made accordingly to ensure the health and safety of the mother and baby is held paramount.

7 Hazards

7.1 Smoking

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

7.2 Violence and Abusive Behaviour

At Gordon Park ELC we will not tolerate any form of violence or abusive behaviour committed by or against any employee, service user or other people who are affected by our activities. Violence or abusive behaviour includes any attempted, threatened, or actual conduct that endangers the health or safety of employees, service users and other people affected by the activities of the group; or any threatening statement, harassment or behaviour which causes someone to believe that their health and safety is at risk. All reports of violence or abusive behaviour will be taken seriously.

Violent and abusive behaviour by paid or unpaid staff (i.e., volunteers) constitutes misconduct and will be dealt with under the group's disciplinary procedures up to and including dismissal. It could also lead to a referral to the SSSC, if appropriate, and/or to the police. We do not accept violent or abusive behaviour or threats of violent or abusive behaviour towards our staff, volunteers or children by parents/carers or visitors to the setting. Such incidents will be investigated and dealt with by the management under our grievance and/or complaints procedure and may result if upheld in the loss of the child's place in the group and/or referral to the police. If a parent/carer enters the building and starts to threaten staff then they should remain calm, non-confrontational and ask the parent/carer to leave the building to calm down. If the behaviour continues, they should raise the alarm with

another member of staff and if necessary, quickly close the playroom door, lock it, and call the police.

7.3 Housekeeping and Premises

Gordon Park ELC will maintain a healthy and safe environment in all aspects of routine practice.

- Cleanliness - staff will check the toilets, playroom, and resources for cleanliness at the beginning of each session. If necessary, items will be cleaned or removed until they can be cleaned.
- Waste disposal - normal waste will be disposed of in waste bins provided. Food waste will be disposed of in the designated composting bin. Nappies and other waste with body fluids will be disposed of in accordance with infection control policy guidelines. All bins will be emptied at the end of each day.
- Children's security - a register will be kept showing which children and adults are present at a session. Children exiting the playroom will be monitored by a staff member. Children and parents will be escorted in and out of the service by a member of staff.
- Safe stacking and storage of equipment - lifting and handling of equipment will be carried out in accordance with training and health and safety guidelines.
- Checking play equipment - each play resource will be inspected for cleanliness and damage, before being made available to the children. Resources will be cleaned before being put away.
- Checking outdoor play spaces - these will be checked for example for glass, needles etc. prior to use. (See health and safety checklist).

7.4 Checking Electrical Equipment

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

7.5 Dangerous Substances

All substances will only be used for specified purposes by adults or under adult supervision. All potentially dangerous substances will be stored securely and out of the reach of children. Although there should not be dangerous substances stored on the premises, there are substances which, if misused, can be dangerous, such as bleach, washing-up liquid, disinfectant, glues, paint, sand, Tippex and Tippex Fluid, solvents, aerosols etc.

7.6 Lifting and Handling

Staff and volunteers will be appropriately trained in terms of lifting and handling both children and equipment. The setting should identify equipment which are too heavy or awkward for one person to lift or manoeuvre safely and devise an appropriate method of handling that will also be communicated to all members of the group. Lifting and handling advice is available from the Health & Safety Executive Infoline: 0845 345 0055 Website: www.hse.gov.uk

Local Environmental Health Office:

Name: Rachel Morrourh.....

Tel: 01467538922.....

Fire Safety Officer/Local Authority Fire Department:

Name: Atholl Buchan

Tel: 01224 728600

Health & Safety Executive Scotland Telephone:

Tel 0300 003 1747

Website www.hse.gov.uk/scotland

Early Years Scotland Centre:

Tel 0141 221 4148

Website www.earlyyearsscotland.org.uk

Health & Safety Risk Assessment Guidance

8. Health & Safety Risk Assessment

8.1 Why?

The [Health and Safety at Work Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#) impose an obligation upon employers to ensure, as far as reasonably practicable:

- the health, safety, and welfare of all their employees.
- the health, safety, and welfare of persons, not in their employment, who might be affected by the undertaking and activities of the employer.

The employer is also required to assess the risks to the health, safety and welfare of staff and any others affected by the activities.

Where more than five staff, paid or unpaid, are employed the employer has a duty to:

- record the significant findings of the assessment
- Identify any group of employees, or other persons who are regarded as being especially at risk.

Even where there are fewer than five employees, paid or unpaid, we recommend that the significant findings of the assessment are recorded.

8.2 What is it?

A risk assessment is a process that provides a systematic examination of the work activity and requires the employer to:

- Identify the hazards present. A hazard can be defined as something with the potential to cause harm or injury.
- Identify the people who might be at risk. A risk can be defined as the likelihood of harm or injury from a hazard.
- Identify factors/causes which contribute to risks - e.g., faulty/unguarded equipment, poor hygiene routines etc.
- Evaluate the consequences of risk - i.e., whether harm or injury will be very likely or unlikely to happen and whether it is likely to cause minor or more serious to life threatening injury.
- Determine and implement changes which are needed to eliminate or control the risk whenever a particular activity is being carried out.

8.3 Risk Assessment

A written risk assessment helps:

- the management of health and safety.
- to reduce the possibility, extent and cost of injuries, illness, property, and equipment damage.
- regarding compliance with the law.
- to produce a quality working environment.

We are responsible for the safety and wellbeing of the children attending the group. We are also responsible for ensuring the health, safety, and welfare of all staff, paid or unpaid and other people who are involved, in any way, in the activities and undertakings of the group. We have a duty to eradicate or control any risks to children, staff, parents, and others who are associated with the work of the group.

We will:

- conduct written risk assessments.
- record significant findings of the assessments.
- monitor the management of risks by ensuring that discussions about risks and hazards are on the agenda at staff meetings.
- accurately record and report accidents or incidents as they occur.
- Carry out a review every six months to ensure risks are being managed or eliminated appropriately and to identify new or emerging risks.



The effective implementation of our health and safety policy requires the commitment and involvement of staff, parents, children, and other adults. We maintain a safe, healthy, and secure environment. The health and safety officer is responsible in undertaking the task of review, however, parents, committee members and staff should be consulted and asked for their input. In some of the areas where risks are identified, guidance and advice will be sought from the professional agencies - e.g., environmental health or the fire services - to ensure appropriate measures are taken to eliminate or control risks.

8.4 Guidance and literature can be obtained from:

- The Health and Safety Executive Scotland (HSE) which has several local offices across Scotland. Visit www.hse.gov.uk/scotland
- [Scottish Social Services Council \(SSSC\) Codes of Practice](#) give some guidance on eliminating and minimising risk.

Gordon Park ELC will carry out suitable and sufficient risk assessments which identify the significant risks arising out of the work of the group. The assessments will be used to provide a set of control measures which will be followed whenever a particular activity or piece of equipment is used during the group's work. The control measures aim to eliminate, or manage and minimise, potential harm or injury to any person, child, or adult, engaged in the activity.

8.5 Risk Rating

It is possible to rate the potential for risk. The rating is dependent on two factors: the probability of something happening, which is termed the probability rating, and the severity of the consequences should it happen, which is termed the effect rating.

The risk rating is arrived at by multiplying the effect rating by the probability rating. We will use the ratings given below:

Probability Rating

1. Unlikely to happen
2. May occur at some time
3. Possible and could happen
4. Probable
5. Very likely to happen

Effect Rating

1. Negligible
2. Minor injury or irritation
3. Some injury, not too serious
4. Serious injury or illness
5. Life threatening injury or illness

The level of risk can be described as Low, Medium, or High, depending on the calculated risk rating.

- A **Low-Level Risk** would lie between a risk rating of 1-6.
- A **Medium Risk Level** would lie between a risk rating of 7-14.
- A **High-Risk Level** would lie between a risk rating of 15-25.

8.6 Monitoring

As with any aspect of group activities, it is important to keep a watch on health and safety matters to gauge how successfully the group is operating. Monitoring health and safety performance requires the group to regularly examine and check that:

- Safety standards and procedures are being implemented.
- The controls introduced to eliminate or minimise risk are working.
- Information and insight gained through monitoring are used to improve practice and procedures.
- accidents and incidents are recorded and brought to the attention of appropriate personnel.

If injury, illness, or damage to property occurs, or nearly occurs, we need to investigate what and why something happened, so that remedial action can be taken to control the risk. The outcomes of monitoring health and safety performance must feature regularly on the group's management agenda. Remedial actions, because of monitoring, may require:

- Organisational and policy changes.
- Group expenditure on resources and equipment.
- Updating health and safety information to parents.
- Health and safety training.

We will keep a record of all accidents and incidents which occur during the group's activities. We will do this by using an Accident and Incident Record book. We will investigate the accident and incident thoroughly to ensure we get to all the underlying causes of the accident/incident. Thorough investigations will be used to identify the hazards involved and will suggest measures to take to avert such accidents/incidents happening again.

8.7 Reviewing

Monitoring provides information which lets the group review and evaluate its performance in health and safety matters. The information can:

- Show to what extent health and safety policy and standards are being complied with.
- Identify areas which need attention.
- Demonstrate what has been achieved.

Examining the accident and incident record provides information about the types of injury and incidents which occur from which an analysis can be made of:

- The immediate and underlying causes of accidents and incidents.
- Trends in occurrence of accident and incidents.

- Common features.
- We will assess the information to identify where improvements need to be made and the action necessary to make the improvements.

8.9 Useful Reading

- The Health & Safety Executive supplies the following free useful booklets. which can be ordered from their website www.hsebooks.co.uk.
- A Guide to Risk Assessment Requirements
- Five Steps to Risk Assessment
- COSHH: A Brief Guide to the Regulations: What you need to know about the Control of Substances Hazardous to your Health Regulations 2002
Visit: https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/coshh_2005_brief_guide_indg136.pdf
- Managing Health and Safety - 5 steps to success
- Successful Health and Safety Management
- Reporting accidents and incidents at work A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Visit: <https://www.hse.gov.uk/pubns/indg453.htm>
- Visit: <https://www.hse.gov.uk/riddor/>
- The Food Hygiene Handbook for Scotland is available from The Royal Environmental Health Institute for Scotland. Telephone 0131 229 2968 Visit: <https://rehis.com/>
- Health and Social Care Standards - My Support, My Life
Visit: <https://beta.gov.scot/publications/health-social-care-standards-support-life/documents/00520693.pdf>

9. Monitoring of this Policy

It will be the responsibility of the committee and Manager to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented.

Review Completed (date) 27/04/22.....

SignedDesignation ...Manager.....

All staff to read, date and sign.

Date	Name	Signature
	Maryanne Leask	
	Tracy Findlay	
	Catherine McGregor Green	
	Karen Gordon	
	Emily Adam	
	Krissy Smith	
	Silvia Kucerova	