

# **Derry City & Strabane District Council**

## **Health & Safety Guidance Pack For Nurseries and Childcare Settings**



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## **1.0 INTRODUCTION**

This Health & Safety Guidance Pack has been produced to give you simple advice regarding health and safety policies and risk assessment which can be put into practice within your nursery and child care setting.

We have included some sample policies and risk assessments. These are only examples - the amount of detail you will need in your health and safety policy and risk assessments will depend on your business and your activities.

If you need help in understanding or implementing the content of this Guidance Pack or with any aspect of health and safety please contact an Environmental Health Officer in the Health and Safety Team at the address below for advice or assistance. C/o Council Offices, 98 Strand Road, Derry, BT48 7NN, or at 47 Derry Road, Strabane, BT82 8DY, Telephone 028 71253253, or email; [healthandsafety@derrystrabane.com](mailto:healthandsafety@derrystrabane.com)

## 2.0 CHECKLIST FOR HEALTH AND SAFETY

- Do we have a Health and Safety Policy?
- Is it up to date, relevant, signed by the owner and displayed where all employees can read it?
- Do all staff know their health and safety responsibilities?
  
- Are there risk assessments for the main hazards in the nursery?
- Do they reflect all the activities carried out within the child care setting and has it been reviewed?
- Are all staff trained well enough to be able to work safely?
  
- Are there COSHH assessments for substances which are a health hazard?
  
- Are accidents and incidents reported to the relevant authority and thoroughly investigated?

### **3.0 HEALTH AND SAFETY POLICY**

A documented health and safety policy is a legal requirement if you employ five or more people. The main aim of a health and safety policy is to:

- show your employees and others that you are committed to their health, safety and wellbeing;
- identify those who are responsible for making sure that health and safety matters are seen to; and
- explain in detail the arrangements that are in place to control the main hazards shown in your risk assessments.

Your health and safety policy should have three parts as explained below.

- Part 1. General health and safety statement signed and dated by the owner or director in the business. This should list the business's aims for health and safety.
- Part 2. Details of the organisational structure and health and safety responsibilities. In this section, you should explain who does what within the business to make sure that your health and safety rules are put into practice.
- Part 3. Details of the business health and safety arrangements. This part of your policy should describe in detail how you control the risks associated with your business activities. The policy must cover all of your work sites and activities.

## **Example of a health and safety policy**

### Part 1 – Statement of Intent

This is the statement of general policy and arrangements for:

(Name of business)

### **Our objectives are:-**

- To prevent accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures – evacuation in case of fire or other significant incident
- To maintain safe and healthy working conditions, provide and maintain equipment and machinery and ensure safe storage /use of substances
- To regularly review and revise the policy

**SIGNED** \_\_\_\_\_

**(Employer)**

**DATE** \_\_\_\_\_

**REVIEW DATE** \_\_\_\_\_

## Part 2 – Responsibilities for health and safety

Whilst overall responsibility for health and safety rests with the employer of \_\_\_\_\_ (name of business), employees at all levels have specific health and safety responsibilities including day to day health and safety matters.

The **owner** of the business is responsible for:-

- Ensuring adherence to the Health and Safety at Work (NI) Order 1978 and all relevant statutory provisions.
- Delegating responsibility for health and safety matters to the appropriate managers and supervisors
- Ensuring adequate resources are made available to implement the policy and meet all requirements of health and safety legislation

The **manager** of the business is responsible for:-

- Ensuring that risk assessments for the day care setting are completed and reviewed and that control measures are implemented and observed in a timely manner
- Ensuring contractors are competent and comply with the business health and safety policy
- Ensure all accidents, incidents are recorded and reported in the appropriate manner
- Making adequate arrangements for training - ensuring that health and safety training needs are identified to enable staff to perform their duties competently

The **employees** in the business are responsible for:-

- Taking reasonable care of their own health and safety and reporting any health and safety issues to the responsible person
- Co-operate with the manager on health and safety issues and not to interfere with anything provided to protect their health and safety.

Part 3 – Arrangements for health and safety

- The employer of the nursery will consult with the employees.
- The employer will ensure all machinery and equipment that needs maintenance will be carried out.
- The employer will assess the risk from all substances which are a health hazard under the Control of Substances Hazardous to Health Regulations (NI) 2003 (as amended).
- The Health and Safety Law in Northern Ireland poster will be displayed in the staff room.
- Risk assessments will be carried out and routinely reviewed and will include supervision arrangements for young and new employees.
- All employees will be given health and safety training when they start work including first aid and fire safety. Specific training will be given for certain jobs and refresher training provided if risks change or when needed.
- All arrangements will be put in place for accidents, first aid and work related illness.
- A method of monitoring health and safety arrangements will be implemented.

***This is only a summary of the three parts of a health and safety policy. The examples above are only a sample.***

*You will need to include separate detailed procedures for each area.*

#### **4.0 RISK ASSESSMENT**

Every employer is required to carry out an assessment of the risks to employees and to others who may be affected by their undertaking. Employers with five or more employees are required to record the significant findings of the assessment and any group of employees found to be especially at risk. The aims of a health and safety risk assessment are:

1. To identify all significant risks to employees and other persons who might be affected by the undertaking
2. To enable the employer to prioritise the measures needed to comply with relevant statutory provisions
3. To be appropriate to the nature of the work and remain valid for a reasonable period of time

An assessment:

- Identifies the hazards to which employees and others are exposed.
- Establishes the likelihood of harm from the hazards being realised i.e. the risk.
- Evaluates the EXTENT of the risks (taking into account the existing control measures or precautions).

Risk assessment, therefore reflects the likelihood that harm will occur and its severity. The purpose of the assessment is to help the employer determine the measures needed to comply with their duties under relevant statutory provisions.

A risk assessment is intended to be a working document that can be used to guide future actions aimed at improving health and safety.

### Steps to carrying out a Risk Assessment

*Setting the scene:           How can a manager carry out the risk assessment in a day nursery?*

1. To **identify the hazards**, the manager should:
  - Look at the guidance on the sample risk assessment enclosed.
  - Look at the sample main activities enclosed and ensure all the main work areas or activities within the child care setting has been identified.
  - Walk around all areas in the premises, noting things that might pose a risk.
  - Talk to staff to learn from their knowledge and experience, and to listen to their concerns and opinions.
  - Look at the accident book, to understand what particular risks previously resulted in incidents.
2. The manager should write down **who could be harmed** and **how**.
3. The manager should write down **what controls, if any, are in place to eliminate or reduce the likelihood of somebody being hurt**. Where he or she does not consider the existing controls to be good enough or where they are not accepted good practice, he or she should write down **what else needs to be done**.
4. The manager should **put in place any actions which the risk assessment identifies** as necessary. The manager should **discuss the findings with staff**, display it in a prominent place so that all staff can see it and make it part of the induction process for new staff.

5. The manager should **review the risk assessment** every year, or straightaway if major changes in the workplace happened. To get a better understanding of the risks, the manager should also ensure that staff report any accident or incident, however minor.

### **MAIN ACTIVITIES IN A NURSERY/CHILDCARE SETTING**

#### **Facilities**

*Entrances and exits*

*Room 1 - care of young children under 9 months*

*Room 2 - care of 2-3 year olds*

*Room3 - care of 9 months to 24 months*

*Playgroup room*

*Afterschool room*

*Kitchen*

*Bathrooms*

*Nappy changing areas*

*Cleaners store room*

*Staff room*

*Stairs and corridors*

*Laundry facilities*

*Car park*

*Outdoor play areas*

*Outdoor storage sheds*

#### **Activities**

*Care of children*

*Maintenance of facilities*

*Cleaning*

*Infection control*

*Food preparation*

*Movement of cars/pedestrians*

*Trips/visits to other places*

*Play activities*

**Sample Risk Assessment for Nursery**

**Company name:** Sunshine Day Nursery

**Date the assessment was carried out:** 1 March 2019

**Assessment carried out by:** J Bloggs

**Date of the next review:** 1 March 2020

| <b>What are the hazards?</b>  | <b>Who might be harmed and how?</b>  | <b>What are you already doing?</b>   | <b>Do you need to do anything else to manage this risk?</b>   | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done</b> |
|---|--|--|---|------------------------|------------------------|-------------|
| <p>Contact with bleach or other cleaning chemicals.<br/>Contact with micro-organisms.</p> | <p>Cleaning staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p> <p>Poisoning, skin, and eye irritation of children</p> <p>Cleaning staff may come into contact with micro-organisms associated with</p> | <ul style="list-style-type: none"> <li>▪ COSHH Assessment completed</li> <li>▪ Mops, brushes and strong rubber gloves are provided and used.</li> <li>▪ Staff shown how to use cleaning products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> <li>▪ Store chemicals in cupboard with safety latch.</li> <li>▪ All containers clearly labelled and fitted with childproof caps.</li> <li>▪ Documented Infection Control Policy followed.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Relocate chemicals to a higher level shelf or cupboard.</li> <li>▪ Staff reminded to check for dry, red or itchy skin on their hands. Staff reminded to wash gloves before taking them off and to remove them carefully.</li> <li>▪ Ensure all staff are briefed on the controls identified in the COSHH Assessment.</li> <li>▪ Ensure all staff trained on infection control procedure and controls. Highlight importance of washing areas with warm, soapy water prior to disinfecting.</li> <li>▪ Cleaning products marked 'irritant' have</li> </ul> | <p>Manager</p>         | <p>1 April 2017</p>    |             |

|   |  |   |  |             |                             |  |
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|   | infection.   |   | been replaced by milder alternatives.  |             |                             |  |
| Work at height<br>e.g. changing<br>light bulbs,<br>putting up wall<br>displays etc. | Staff risk<br>bruising/fractures<br>if they fall from any<br>height  | <ul style="list-style-type: none"> <li>▪ No standing on chairs policy.</li> <li>▪ Appropriate stepladder in good condition provided, if needed, and staff know how to use it safely.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Manager to make periodic checks on condition of stepladder.</li> <li>▪ Restrict access to ladder by children.</li> </ul>  | Manager     | Commence 1<br>March 2017    |  |
| Electrical,<br>e.g. faulty<br>building wiring,<br>faulty electrical<br>appliances   | Staff and children<br>could get electrical<br>shocks or burns<br>from faulty<br>electrics, including<br>portable electrical<br>equipment –<br>heaters, fans etc. | <ul style="list-style-type: none"> <li>▪ Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use.</li> <li>▪ Staff know how to safely turn the electricity off in an emergency.</li> <li>▪ Portable Appliance Testing by qualified electrician of high risk appliances every 12 months.</li> <li>▪ Qualified electrician does safety check of building electrics every five years.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Manager to do random, visual checks of plugs, sockets, cables and on/off switches.</li> </ul>   | Manager     | Commence 1<br>March 2017    |  |
| Indoor<br>environment<br>including stairs,<br>windows and<br>doors                  | Children may be<br>injured by falling,<br>finger entrapment<br>etc.  | <ul style="list-style-type: none"> <li>▪ Low level handrails fitted to stairs.</li> <li>▪ Stair gates provided.</li> <li>▪ Stairs free from obstruction.</li> <li>▪ Low level windows are either locked or restrictors fitted.</li> <li>▪ All low level glass is safety glass.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Stairs to be maintained in good repair with sufficient lighting.</li> <li>▪ Fit doors with stoppers to prevent slamming onto children's fingers.</li> <li>▪ Fit finger guards to door hinges where children's fingers at risk.</li> </ul> | Manager     | Ongoing<br><br>1 April 2017 |  |
| Potential   | Children   | <ul style="list-style-type: none"> <li>▪ All blind cords securely</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Adequate supervision of children.</li> </ul>  | Manager and | Ongoing                     |  |

|   |   |   |  |                          |                    |  |
|---|---|---|--|--------------------------|--------------------|--|
| <p>Injuries to children including falls, entrapment, entanglement, choking etc.</p> |   | <p>cleated.</p> <ul style="list-style-type: none"> <li>▪ Cots not placed adjacent to blinds, electrical cables or under shelving.</li> <li>▪ Ensure no sharp edges on furniture.</li> <li>▪ Children under 3 do not have access to toys with small parts.</li> <li>▪ Alternatives to drawing pins are used on wall displays.</li> <li>▪ Regular inspection of toys for damaged parts. Damaged toys/play equipment taken out of use immediately.</li> <li>▪ Supervision of children at all times.</li> <li>▪ All staff trained to adequately supervise children.</li> <li>▪ Plastic bags stored out of reach of children.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Review accidents and near misses.</li> <li>▪ Purchase toys compliant with relevant toy safety standards and suitable for age groups.</li> <li>▪ Staff to carry out a visual check on personal toys brought in by children.</li> </ul> | <p>staff</p>             | <p>Monthly</p>     |  |
| <p>Contact with hot surfaces e.g. cooker, radiator or hot water</p>                 | <p>Children and staff may suffer scalds and burns</p> | <ul style="list-style-type: none"> <li>▪ Children are prevented from accessing the kitchen.</li> <li>▪ Covers are fitted to radiators as they cannot be thermostatically controlled.</li> <li>▪ Thermostatic mixing valves are fitted to the hot water taps.</li> <li>▪ Staff trained in risks of contact with hot oils and release of steam.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Ensure saucepan handles are maintained.</li> <li>▪ Bottle warmers containing hot water should not be located in play rooms nor carried near children.</li> <li>▪ Staff to consume hot drinks in staff areas only.</li> </ul>          | <p>Manager and staff</p> | <p>Immediately</p> |  |

|  |  |  |   |                   |              |  |
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|  |  | <ul style="list-style-type: none"> <li>▪ Heat resistant gloves provided for use in the kitchen.</li> </ul>   |   |                   |              |  |
| Traffic movement e.g. dropping off and picking up children | Staff, children and parents may be seriously injured if hit by a vehicle   | <ul style="list-style-type: none"> <li>▪ Adequate car parking for staff away from the entrance.</li> <li>▪ One way system so that parents do not have to reverse.</li> <li>▪ 5mph speed limit in place and signage erected.</li> <li>▪ Adequate lighting.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Advise parents of arrangements and monitor to ensure rules are adhered to.</li> <li>▪ Pedestrians &amp; vehicles to be separated by marking out a pedestrian walkway.</li> </ul>   | Manager           | 1 April 2017 |  |
| Outdoor play   | Children may be harmed by exposure to various outdoor hazards e.g. dog faeces, poisonous plants, unsuitable play surfaces etc. | <ul style="list-style-type: none"> <li>▪ Safe access route to play area.</li> <li>▪ Safe play surfaces installed where required.</li> <li>▪ Garden/play area safely contains children.</li> <li>▪ Play area checked for rubbish, dog faeces etc. before each play session.</li> <li>▪ Sandpit kept covered when not in use.</li> <li>▪ Pond adequately covered.</li> <li>▪ Poisonous plants excluded.</li> <li>▪ Adequate supervision of children at all times.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Water butt to be secured on a stable surface and a lid fitted.</li> <li>▪ Carry out regular checks and cleaning of play equipment and repair/replace, as necessary.</li> </ul>   | Manager and staff | Immediately  |  |
| Play based activities                                      | Children may be harmed by playing with unsuitable materials or items. Children and staff may be at risk of                     | <ul style="list-style-type: none"> <li>▪ All play materials including heuristic play objects selected on the basis that they are safe, clean, suitable and age appropriate.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ All play activities to be risk assessed to identify relevant control measures.</li> <li>▪ All activities involving soil to be supervised and a thorough risk assessment to be completed.</li> <li>▪ Ensure adequate handwashing by both</li> </ul> | Manager and staff | 1 May 2017   |  |

|                        |   |  |   |                   |                                      |  |
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|                        | illness from harmful organisms present in soil.   |  | children and staff following contact with soil.   |                   |                                      |  |
| Slips, trips and falls | Parents, staff and children may suffer bruising or fractures if they slip, e.g. on spillages or trip over objects or on icy surfaces. | <ul style="list-style-type: none"> <li>▪ Car park surface maintained and good lighting in area.</li> <li>▪ Staff clean up spillages immediately.</li> <li>▪ Mats at entrances to stop rain water being carried in and mats replaced regularly when raining.</li> <li>▪ No storage in corridors.</li> <li>▪ No trailing electrical leads/cables.</li> <li>▪ Outside area is gritted in frosty weather.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Surfaces inspected regularly and repaired as necessary.</li> <li>▪ Arrange for loose carpet tile on second floor to be repaired/replaced.</li> <li>▪ Ensure good standard of housekeeping maintained.</li> </ul> | Manager and staff | Ongoing<br>mid-March 2017<br>Ongoing |  |
| Gas appliances         | Staff, customers could suffer serious/fatal injuries as a result of explosion/release of gas.   | <ul style="list-style-type: none"> <li>▪ Daily check of gas appliance controls.</li> <li>▪ Inspection, service and test carried out by 'Gas Safe' registered engineer every 12 months.</li> <li>▪ Staff training in safe use of gas appliances and fire safety.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Train staff in use of fire extinguishers.</li> <li>▪ Management to ensure that all gas appliances are maintained in accordance with manufacturer's instructions.</li> </ul>                                      | Manager           | 1 May 2017<br>Ongoing                |  |
| Manual handling        | Staff may suffer injuries such as strains or bruising from handling heavy/bulky objects or through                                    | <ul style="list-style-type: none"> <li>▪ Items bought in package sizes that are light enough for easy handling.</li> <li>▪ Commonly used items and heavy stock stored on shelves at waist height.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Ensure team working for moving heavier items.</li> <li>▪ Advise staff to raise any manual handling issues.</li> </ul>  | Manager           | Immediately                          |  |

|            |   |   |  |         |            |  |
|------------|---|---|--|---------|------------|--|
|            | handling children   | <ul style="list-style-type: none"> <li>▪ Staff trained in how to lift safely.</li> </ul>  |  |         |            |  |
| Asbestos   | Staff, children, contractors and others may be exposed to asbestos fibres, risking serious lung disease, if fibres released (e.g. through maintenance work) into air and inhaled. | <ul style="list-style-type: none"> <li>▪ Building surveyed for asbestos and asbestos-containing materials (ACMs). Management plan documented using survey report.</li> <li>▪ Asbestos found in some insulating boards, however as these were in good condition and in places unlikely to be damaged or disturbed, they were left in place.</li> <li>▪ Insulating boards clearly marked 'danger, asbestos, do not disturb' and 'report any accidental damage immediately'.</li> <li>▪ Manager checks condition of insulating boards every two months.</li> </ul> | <ul style="list-style-type: none"> <li>▪ No further action at this stage.</li> </ul>   | Manager |            |  |
| Legionella | Risk of Legionnaires disease to staff and children from exposure to inadequate hot water system and stagnant water in water butt.   | <ul style="list-style-type: none"> <li>▪ Hot water system well maintained, cleaned and properly insulated.</li> <li>▪ Water frequently used.</li> <li>▪ Regular cleaning and maintenance.</li> <li>▪ Shower used regularly and cleaned.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Record maintenance carried out on hot water system.</li> <li>▪ Keep record of use of shower to ensure frequent use.</li> <li>▪ Complete a schematic diagram showing the hot and cold water system.</li> <li>▪ Water butt to be emptied regularly and scrubbed out once per year.</li> </ul> | Manager | 1 May 2017 |  |

|                         |  |   |   |                   |              |  |
|-------------------------|--|---|---|-------------------|--------------|--|
| Use of contractors      | Staff, children and contractors may be harmed by unsafe practices by contractors during maintenance of the premises. | <ul style="list-style-type: none"> <li>▪ Good communication with contractors.</li> <li>▪ Competent contractors used.</li> <li>▪ Manager ensures contractors have adequately assessed risks from their work activities.</li> <li>▪ Contractors will not carry out activities in rooms where children are present.</li> <li>▪ Ensure areas cordoned off when contractor at work.</li> <li>▪ Ensure equipment used by contractors is suitable for the task to be carried out.</li> </ul> | <ul style="list-style-type: none"> <li>▪ To set up a list of all competent contractors used.</li> <li>▪ Obtain confirmation of training and risk assessments for contractors.</li> </ul>  | Manager           | 1 May 2017   |  |
| Security                | Children could be harmed if they leave the premises unaccompanied or come into contact with strangers.               | <ul style="list-style-type: none"> <li>▪ Register kept of attendance and departures.</li> <li>▪ External doors secure with vision panel/buzzers installed.</li> <li>▪ Only known carers allowed to collect children.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Staff to continue to effectively manage access to premises.</li> <li>▪ Prepare an evacuation plan in the event of an emergency. Ensure the evacuation plan includes options to accommodate children in poor weather or for a longer duration e.g. bomb scare.</li> </ul> | Manager and staff | 1 May 2017   |  |
| Medicines               | Children could be harmed if they consume medicine not intended for them.   | <ul style="list-style-type: none"> <li>▪ All medicines stored in original containers and inaccessible to children.</li> <li>▪ Administration of medicines policy in place.</li> </ul>   |   | Manager and staff |              |  |
| Infection caused by the | Staff, visitors and children,  | <ul style="list-style-type: none"> <li>▪ The layout, design, construction and size of</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Nail brushes and plugs to be removed from all sinks.</li> </ul>  | Manager and staff | 1 April 2017 |  |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| <p>transmission of harmful micro-organisms within the childcare setting</p> | <p>particularly those who are vulnerable due to age, underlying medical conditions or pregnancy are at risk from illness/disease from harmful micro-organisms.</p> | <p>premises permits adequate maintenance, cleaning and work spaces.</p> <ul style="list-style-type: none"> <li>▪ Staff trained to have a clear understanding of policies, procedures and their role in preventing and controlling infection.</li> <li>▪ Hand hygiene rules in place. The importance of adequate hand washing by both staff and children is promoted. Adequate hand washing facilities in place (sufficient numbers of sinks, liquid soap, paper towels &amp; warm running water at each).</li> <li>▪ Exclusion policies are in place for both sick staff and children.</li> <li>▪ Those with diarrhoea and/or vomiting asked not to attend until free of symptoms for at least 48 hrs.</li> <li>▪ Two stage cleaning regime in place (use of detergent with warm water, then disinfectant).</li> </ul> | <ul style="list-style-type: none"> <li>▪ Staff not to wear false nails or nail varnish.</li> <li>▪ Details of child exclusion policy to be included in monthly newsletter to parents.</li> <li>▪ Staff to be advised to be up to date with their recommended immunisations.</li> <li>▪ Detailed written cleaning schedule to be drafted and implemented. To include all areas of premises and toys.</li> <li>▪ Disposable cloths to be phased in. Other cleaning cloths to be laundered at 90oC.</li> <li>▪ Colour coded mops, buckets and equipment to be used with separate colours for WC, play and kitchen areas.</li> <li>▪ Tea towels to be laundered separately at 90oC.</li> <li>▪ Infection control and other policies to be reviewed in light of PHA Guidance: <i>“Infection prevention and control - best practice advice for nurseries and childcare settings”</i>.</li> </ul> |  |  |  |
|---|--|--|--|--|--|--|

|   |   |  |  |         |                              |  |
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|   |   | <ul style="list-style-type: none"> <li>▪ Potties are emptied down WC after use then are washed in the sluice sink, disinfected and dried thoroughly with disposable roll. No toys in toilet area.</li> <li>▪ Nappy changing areas are separate to food preparation and play areas, with procedures in place for use of gloves, aprons, soiled nappy and cleaning regime.</li> <li>▪ Laundry policy in place, no rinsing of soiled children's clothing, bagged to be sent home. Bed linen individual to child and washed weekly or when soiled, at high temperature.</li> <li>▪ Infection control policy in place.</li> </ul> |  |         |                              |  |
| Contact with animals e.g. Pets, animals brought to day care premises by parents or travelling animal attraction | Staff, visitors and children, particularly those who are vulnerable due to age, underlying medical conditions or pregnancy are at | <ul style="list-style-type: none"> <li>▪ Risk assessment specific to animal type undertaken, addressing risk of injury and/or infection.</li> <li>▪ Annual animal visit accommodated in external area which is capable of being</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Ensure there is adequate liaison between childcare management and any animal attraction (including travelling attractions) in advance of the animals/children's visit to ensure that responsibilities are agreed.</li> <li>▪ Written documentation outlining the responsibilities of each party to accompany</li> </ul> | Manager | Two weeks before each visit. |  |

|   |   |   |  |                   |                                       |  |
|---|---|---|--|-------------------|---------------------------------------|--|
| visiting the facility or via visits/ trips to farms/zoos. | risk from illness/disease from harmful micro-organisms; injury from bites and/or scratches. | cleaned and disinfected.  | the risk assessment. For example, handwashing arrangements and the cleaning regime to be undertaken, both internally and externally.                                       |                   |                                       |  |
| Day/field trips   | Staff and children at risk from site specific hazards linked to the activity in question.   | <ul style="list-style-type: none"> <li>▪ Comprehensive risk assessment to be undertaken for each visit in advance, with all control measures implemented and adequately communicated to staff and parents if necessary.</li> <li>▪ Parental consent obtained.</li> <li>▪ Adequate number of carers accompany children.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Adequate liaison and site visits to be conducted in advance of any day/field trips in order to inform risk assessment.</li> </ul> | Manager           | Two weeks before each day/field trip. |  |
| Exposure to sun   | Children and staff may get sunburn  | <ul style="list-style-type: none"> <li>▪ Exposure is restricted by limiting time.</li> <li>▪ Areas of shade provided and suitable clothing/hats worn.</li> <li>▪ Sunscreen provided by parents.</li> </ul>  |  | Manager and staff |                                       |  |
| Allergic Reactions  | A child may become ill if given foodstuffs which they are allergic to.                      | <ul style="list-style-type: none"> <li>▪ Allergy policy in place.</li> </ul>  |  | Manager and staff |                                       |  |

***Important reminder***

***This example risk assessment shows the kind of approach a day nursery might take. It can be used as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is***

***not a generic risk assessment that you can just put your company name on and adopt without any thought. Every business is different - you need to think through the specific hazards and controls required in your business for yourself.***

**Risk Assessment Template**

**Company Name:**

**Date the assessment was carried out:**

**Assessment carried out by:**

**Date of the next review:**

| <b>What are the hazards?</b> | <b>Who might be harmed and how?</b> | <b>What are you already doing?</b> | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done</b> |
|------------------------------|-------------------------------------|------------------------------------|---|------------------------|------------------------|-------------|
|                              |                                     |                                    |   |                        |                        |             |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|------|
|                       |                              |                             |  |                 |                 |      |

To get an electronic version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

| <b>What are the hazards?</b> | <b>Who might be harmed and how?</b> | <b>What are you already doing?</b> | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done</b> |
|------------------------------|-------------------------------------|------------------------------------|---|------------------------|------------------------|-------------|
|                              |                                     |                                    |   |                        |                        |             |
|                              |                                     |                                    |   |                        |                        |             |

## 5.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Chemicals and hazardous substances are used in nearly all businesses across all industry sectors. Using chemicals or other hazardous substances at work can put people's health at risk, causing diseases including asthma, dermatitis or cancer.

### **What is COSHH?**

The *Control of Substances Hazardous to Health Regulations (NI) 2003* (as amended), COSHH, is the legislation which says that employers must control substances that can harm their employees. You must prevent or reduce your employees coming into contact with hazardous substances by:

- Finding out what the health hazards are;
- Deciding how to prevent harm to their health;
- Providing control measures to reduce harm to their health and making sure that people keep to them;
- Keeping all control measures in good working order;
- Providing information, instruction and training for employees and others;
- Monitoring your employees health (if appropriate); and
- Planning for emergencies

The following template COSHH risk assessment will assist you in carrying out your COSHH assessment.

Further information is available at the COSHH Essentials website [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)

### Example COSHH Assessment for Nursery

**Company Name: Sunshine Day Nursery**

**Completed by: J Bloggs**

**Date: 1 March 2017**

**Review Date: 1 March 2018 (or sooner if new products introduced)**

| <b>Product Used</b>           | <b>Hazard Description</b> | <b>Degree of Risk-<br/>High/Medium/Low</b> | <b>Who is at Risk?</b> | <b>Controls/Precautions Needed?</b>  | <b>Is PPE Available?<br/>Y/N</b> | <b>Product user trained?</b> | <b>Person responsible for monitoring controls.</b> |
|-------------------------------|---------------------------|--|------------------------|--|----------------------------------|------------------------------|--|
| Blitz Bleach                  | Irritant and harmful      | Medium                                     | Staff                  | Household gloves provided. Follow instructions on container closely. Do not use when children present. | Y                                | Y                            | Manager  |
| Soapy Soap Floor Cleaner      | Irritant                  | Low  | Staff                  | Household gloves provided. Training on how to dilute should be provided for all staff.                 | Y                                | N<br>Needs to be addressed.  | Manager  |
| Fresh n' Clean Toilet Cleaner | Irritant and corrosive    | Medium                                     | Staff                  | Household gloves provided. Avoid contact with skin and eyes.   | Y                                | Y                            | Manager  |



## 6.0 ACCIDENTS

By law certain accidents need to be reported to the Council's Environmental Health Service under ***Reporting of Injuries, Disease and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR)***.

You must report any accident or incident connected with work which results in:

- A death or major injury to your employee or self employed person working on your premises (must report immediately e.g. telephone)
- If there is an accident connected with work and your employee, or a self employed person working on your premises suffers an over three day injury
- A member of the public (e.g. a child in your care) being taken to hospital for treatment from your premises (must report immediately e.g. telephone)
- A dangerous event or occurrence (must report immediately e.g. telephone).

Certain occupational diseases must also be reported under RIDDOR e.g. occupational asthma, occupational dermatitis etc. Further guidance on RIDDOR is available in the RIDDOR (NI) 97 booklet which can be downloaded from HSENI's website at [www.hseni.gov.uk](http://www.hseni.gov.uk)

### **Report online or in writing**

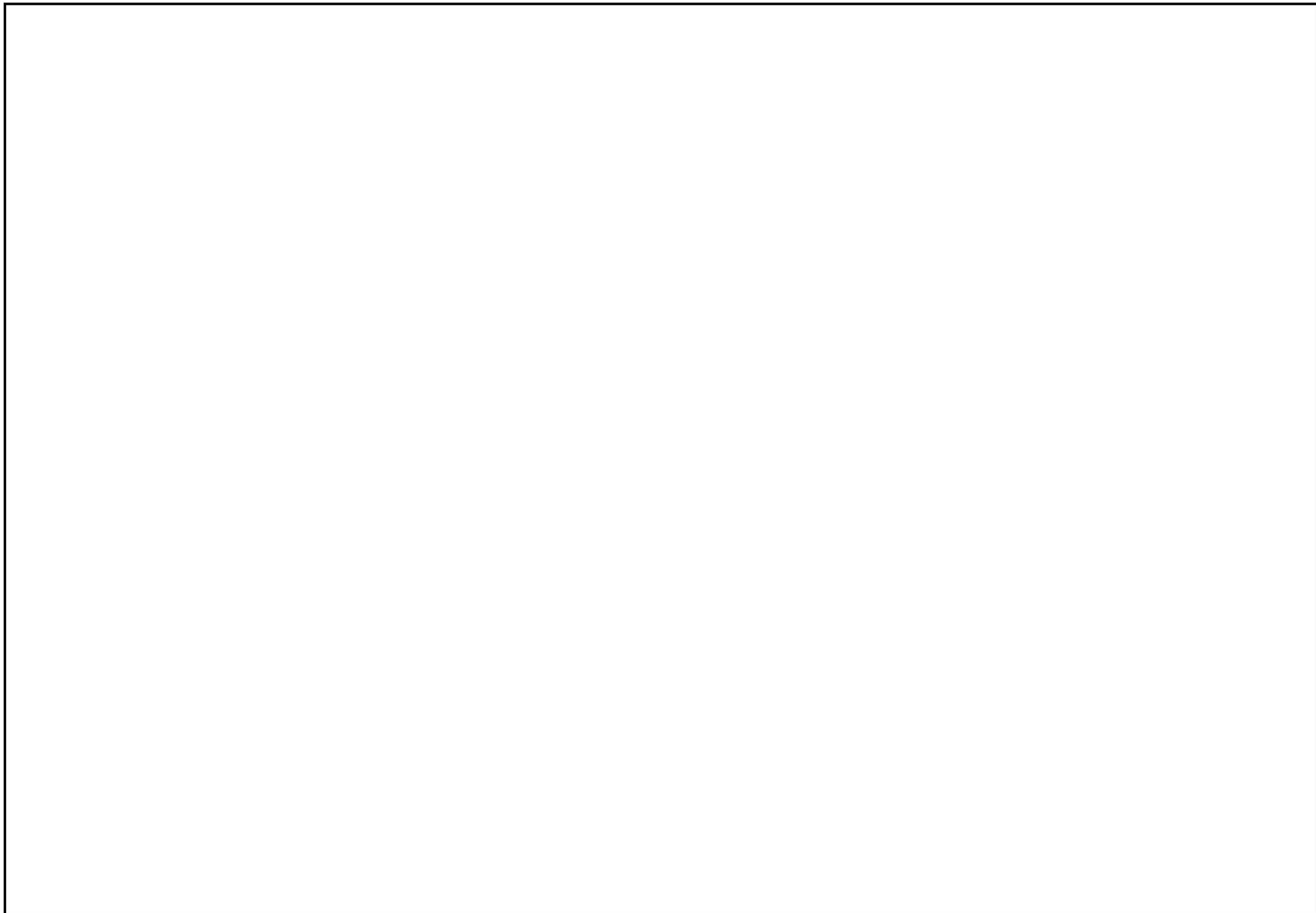
Certain types of accidents/incidents (as described above) must be reported immediately to the Council e.g. by telephone and all accidents must be reported in writing within 10 days of the incident. You must report the incident to Council by using the Health and Safety Executives for Northern Ireland's online reporting system or alternatively by submitting a NI2508 form. To report an incident online simply go to [www.hseni.gov.uk](http://www.hseni.gov.uk), click on 'Report an Incident' and complete the

relevant details. Your report will then be forwarded by HSENI to Council. Hard copy NI2508 forms are available to download from HSENI's website at <http://www.hseni.gov.uk/resources/forms.htm>

***It is good practice to record in your accident book, the details of all work related accidents, incidents and near misses.***

***Examples of major injury, over three day injury and occupational disease include:***

| <b><i>Major Injury</i></b>   | <b><i>Over three day injury</i></b>  | <b><i>Occupational Disease</i></b>   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• <i>Broken bone (except fingers and toes)</i></li> <li>• <i>Dislocation of the shoulder, hip, knee or spine</i></li> <li>• <i>Loss of sight or serious injury to an eye</i></li> <li>• <i>Loss of consciousness caused by electric shock, lack of oxygen or being exposed to a hazardous substance</i></li> <li>• <i>Amputation</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>This is an injury that results in the injured person being away from work or unable to do their normal work for more than three days (including weekends or other non work days) such as strains and sprains.</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Occupational asthma</i></li> <li>• <i>Dermatitis is a skin disease which is caused by a person coming in contact with a hazardous substance</i></li> </ul> |



**Filling in this form**

This form must be filled in by an employer or other responsible person.

**Part A**

**About you**

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

**About your organisation**

4 What is the name of your organisation?

5 What is its address and postcode?


6 What type of work does the organisation do?

**Part B**

**About the incident**

1 On what date did the incident happen?

2 At what time did the incident happen?

(Please use the 24-hour clock eg 06:00)

3 Did the incident happen at the above address?

Yes  Go to question 4

No  Where did the incident happen?

elsewhere in your organisation - give the name, address and postcode

at someone else's premises - give the name, address and postcode

in a public place - give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

**Part C**

**About the injured person**

If you are reporting a dangerous occurrence, go to Part F.

If more than one person was injured in the same incident,

Please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

male?

female?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

**Part D**

**About the injury**

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

3 Was the injury (tick the one box that applies)

a fatality

a major injury or condition? (see accompanying notes)

an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?

an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

become unconscious?

need resuscitation?

remain in hospital for more than 24 hours?

none of the above.

**Part E**

**About the kind of accident**

Please tick the one box that best describes what happened, then go to Part G.

Contact with moving machinery or material being machined

Hit by a moving, flying or falling object

Hit by a moving vehicle

Hit something fixed or stationary

Injured while handling, lifting or carrying

Slipped, tripped or fell on the same level

Fell from a height

How high was the fall?

 metres

Trapped by something collapsing

Drowned or asphyxiated

Exposed to, or in contact with, a harmful substance

Exposed to fire

Exposed to an explosion

Contact with electricity or an electrical discharge

Injured by an animal

Physically assaulted by a person

Another kind of accident (describe it in Part G)

**Part F**

**Dangerous occurrences**

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form).

|                  |                      |                      |                                  |                            |                            |
|------------------|----------------------|----------------------|----------------------------------|----------------------------|----------------------------|
| For official use | Workplace Ref #      | CMS Case Ref #       | <input type="checkbox"/> IVP REP | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Client Ref #     | <input type="text"/> | <input type="text"/> |                                  |                            |                            |

**Part G**

**Describing what happened**

Give as much details as you can. For instance

- the name of any substances involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent similar incident. Use a separate piece of paper if you need to.



**Part H**

**Your Signature**

Signature

Date

**Where to send the form**

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR

## **7.0 FURTHER INFORMATION**

Further information can be obtained at the Council Offices: 98 Strand Road, Derry, BT48 7NN, or at 47 Derry Road, Strabane, BT82 8DY, Telephone 028 71253253, or email; [healthandsafety@derrystrabane.com](mailto:healthandsafety@derrystrabane.com)

- **Health and Safety Executive for Northern Ireland**

83 Ladas Drive, Belfast, BT6 9FR

Tel: (028) 9024 3249

Website: [www.hseni.gov.uk](http://www.hseni.gov.uk)

### **Acknowledgement**

***With thanks to the Environmental Health Department of the legacy Craigavon Borough Council for kind permission to revise their original document 'Health and Safety Guidance for Nurseries & Childcare Settings'.***