

# Fact Sheets Issued at the Childcare & Nurseries Seminars in Shropshire & Staffordshire Autumn 2011

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Every member of staff working within a nursery must be food allergy aware and take it seriously. If a child eats a food that they are allergic to, even the tiniest amount, this can cause a very severe reaction called anaphylaxis which can result in death.

As a business you also have to be food allergy aware in order to comply with food safety legislation. By giving a child food that they could 'react to', even though the food is safe for most other people, you are technically providing 'unsafe food'.

#### What foods cause allergic reactions?

- Celery
- Eggs
- Fish
- Lupin
- Cereal containing gluten, (wheat, rye, barley, oats, spelt and kamut or their hybridised strains)
- Crustaceans, such as crabs, lobsters and prawns
- Milk
- Mustard
- Nuts
- Peanuts (also called groundnuts)
- Sesame seed
- Soya
- Sulphur dioxide and sulphites

#### What you should do

Identify which children in your care have a food allergy and make all staff aware of this.

When preparing a meal for a child with an allergy, make sure hands, worktops and all the equipment is thoroughly cleaned.

Don't cook food in oil that has been used to cook other foods.

Don't store foods that can cause allergic reactions next to other foods.

Check the ingredients of anything you buy in ready made, such as desserts and sauces.

Keep ingredients in original containers where possible.

#### Training

All staff who handle any food that is prepared for the children must be trained before they start work. It's a good idea to write training sheets that set out what a member of staff should do when a child requires a meal that doesn't contain a particular food.

#### Allergic reactions

It is essential that every child with a food allergy has their own individual protocol and an emergency action plan should be drawn up to ensure that everyone knows what to do in such an event to ensure the safety of the child.

It is good practice for staff to attend training courses for the use of Epi pens.

More information is available from the following organisations

Allergy UK [www.allergyfoundation.com](http://www.allergyfoundation.com)

The Anaphylaxis Campaign [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

Coeliac UK [www.coeliac.co.uk](http://www.coeliac.co.uk)

Blossom [www.blossomcampaign.org](http://www.blossomcampaign.org)

Staffordshire and Shropshire Health & Safety Technical Group

Allergy Checklist		
Item	Yes/No	Action Required
Do you and your staff know which children have a food allergy		
Is the information regarding children who have allergies displayed in the nursery.		
Are all staff trained on food allergens.		
Do staff receive regular training on food allergies.		
When planning play activities such as food tasting do you consider allergies?		
Have you got individual protocols in place for children who have a food allergen.		
In the kitchen do you store food that can cause allergic reactions away from other food stuffs?		
Do staff know how to deal with a child having a suspected allergic reaction?		
Are staff trained in the use of an Epi pen		
Name:  Signature:		Date:

## Relevant Legislation

### **The Health and Safety at Work etc. Act 1974**

Imposes the obligation upon employers to look after the health safety and welfare of their employees. In addition, section 3 requires employers, and self-employed persons, to look after the health and safety of people other than their employees – such as children in nurseries. This will include the risks associated with equipment used such as window fasteners, scalding, slips, trips and falls, cot sides etc.

### **The Management of Health and Safety at Work Regulations 1999**

Imposes a duty upon all employers to carry out risk assessments of all foreseeable hazards that may arise in their business. This requires a search for hazards at each work site; consideration of who may be at risk of harm; and practical precautions being put in place to reduce the likelihood of those hazards actually causing harm. The significant results of the assessments should be recorded and the assessment needs to be reviewed periodically – for instance when new equipment or working practices are introduced or when there is a significant change in the number or age range of the children in your nursery

This includes a suitable and sufficient assessment of the risks to employees and others, e.g. visitors and children, affected by the nursery's activities. Specific children's requirements form part of this assessment but it must also cover general hazards and the hazards to which employees are exposed.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

RIDDOR requires notification of certain injuries and incidents to the enforcing authorities. Accidents involving children causing bone fracture injuries due to lapse in supervision will generally be classed as 'arising out of or in connection with work activities' and will be reportable if death or injury requiring removal to a hospital for treatment occurs.

### **The Manual Handling Operations Regulations 1992 (as amended in 2002)**

Apply to manual handling operations, defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

- Employers are subject to a clear hierarchy of measures to meet duties under the regulations:-
- Avoid hazardous manual handling operations so far as is reasonably practicable
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury so far as is reasonably practicable.

### **Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)**

This legislation says that you must assess the risks to all staff and children from any chemicals you use.

As an employer or a person in control of the premises you must:

- identify hazards (for example dangerous chemicals) and assess risk;
- prepare a scheme (or course of action) for preventing or controlling the risk;
- implement and manage the scheme – appointing a person to be managerially responsible, sometimes referred to as the 'responsible person'; keep records and check that what has been done is effective

# Health & Safety Management

## Health & Safety Policy

Describing how you will manage health and safety in your business will let your staff and others know about your commitment to health and safety. This will be your health and safety policy. It should clearly say who does what, when and how.

If you have five or more employees, you must have a written policy.

The policy does not need to be complicated or time-consuming.

## Risk Assessments

A risk assessment is a careful examination of what, in your nursery, could cause harm to your staff, children and any visitors or contractors. It helps you focus on the risks that really matter and weigh-up whether you have taken enough precautions to protect people in your nursery or if you should be doing more.

The two important elements within a risk assessment are:

The **hazard**, which is anything that may cause harm such as hot water, open windows, change in floor levels, lifting heavy and awkward objects, harmful cleaning products and

The **risk**, which is the chance, high or low that somebody could be harmed by these hazards (for example by a fall, or a back injury) and an indication of how serious the harm could be.

The risk assessment process involves **five steps**.

### 1. Identify your hazards

The attached document gives you a good idea of the main hazards that could be found in your nursery; however this is not exhaustive. Any accidents which have occurred may indicate particular hazards that need control.

### 2. Decide who may be harmed and how

You need to identify the groups of people who may be harmed. Staff and children are obvious groups, less obvious are visitors and contractors who do specialist work. Once you have identified them you must consider how they may be harmed, for example staff who lift heavy items may suffer back injuries which have long term consequences.

### 3. Evaluate the risks and decide on precautions

Once you have looked at what you do in your nursery setting, think about the controls you have in place and the organisation of work. Compare what happens in your nursery with guidance describing best practice and see if there is more you could be doing. You then need to decide how to control a hazard, preferably by removing it or replacing it and where this is not possible by preventing access to it, reducing exposure to it and/or issuing personal protective equipment.

### 4. Record your findings and implement them

Write down what you find and share this with your staff. If you have fewer than five employees you do not need to write anything down but having gone through the risk assessment process it is better that you do as it helps when you review your assessment and is useful for staff training. You may find that you need to make a number of improvements. Make up a plan of action and prioritise according to the seriousness of the risk.

## 5. Review your risk assessment and update

In any business things can change. You might buy new equipment or introduce a new procedure. Make sure your risk assessment stays up to date by reviewing it annually or when you make any significant changes.

### How and where you can get further help

Health & Safety Made Simple – The basics for your business

<http://www.hse.gov.uk/simple-health-safety/index.htm>

Example Health & Safety Policy

<http://www.hse.gov.uk/risk/health-and-safety-policy-example.doc>

Example Risk Assessments

<http://www.hse.gov.uk/risk/assessment.htm>

<http://www.hse.gov.uk/risk/casestudies/index.htm>

Health & Safety Policy & Risk Assessment Templates:-

<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc#riskassessment>

Free advice is available from your local Environmental Health Department

## Health & Safety Policy for Daddy Day Care

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

<b>Daddy Day Care</b>
<b>John Daly – Manager</b>
<b>Paula Phillips – Assistant Manager</b>

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	John Daly Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Paul Phillips Assistant Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including building security, fire training and electrical safety) and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	John Daly (Manager) Paul Phillips (Assistant Manager) All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	John Daly Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Paula Phillips Assistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> .)

Health and safety poster is displayed:	At reception		
First-aid box and accident book are located:	At reception		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923			
Signed: (Employer)	<i>John Daly</i>	Date:	01/04/11
Subject to review, monitoring and revision by:	John Daly	Every:	12 months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example risk assessments, see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).

Example health and safety policy published by the Health and Safety Executive 09/09

## Example of a part completed risk assessment - Cleaning

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done?
<b>Slips, trips and falls</b>	Staff, children; visitors and contractors  Injuries such as fractures and bruising if they trip over objects, or slip on spillages or on wet floors and fall	<ul style="list-style-type: none"> <li>Staff wear sensible shoes with good grip.</li> <li>Doormats provided for wet weather and checked</li> <li>"Clear up as you go" policy adopted – all equipment, cleaning materials etc. cleaned up as soon as job completed.</li> <li>Warning signs for wet floor and other hazards.</li> <li>Cleaning use electrical sockets nearest to where they working to reduce the risk of tripping over leads</li> </ul>	<ul style="list-style-type: none"> <li>Condition of floors, stairways and paths checked and damaged surfaces signed and repaired as soon as possible.</li> </ul>	Maintenance contractor	Within 2 weeks	15 Nov 2011
			<ul style="list-style-type: none"> <li>Adopt dry mopping policy in kitchen, bathrooms and laundry and after spillages.</li> <li>Train staff</li> </ul>	Manager	Within one month	30 November 201
<b>Hazardous Substances</b> Cleaning fluids and bleach	Staff, children, visitors and contractors  Skin problems from dermatitis and eye damage from direct contact with bleach and other cleaning chemicals e.g. solvents and detergents	<ul style="list-style-type: none"> <li>Staff asked when they start if they suffer from ill health e.g. skin problems from using chemicals</li> <li>All staff trained in risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed.</li> <li>Long-handled mops/brushes, and appropriate gloves, provided and staff trained in their use.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning chemicals marked as "irritant" substituted, where possible, for milder alternatives.</li> </ul>	Manager	Within one month	30 November 2011
			<ul style="list-style-type: none"> <li>Staff reminded to wash gloves and aprons after use.</li> </ul>	Manager	Within one month	30 November 2011
			<ul style="list-style-type: none"> <li>Staff reminded to report any health and safety problems they think may come from cleaning, and to check for dry, red, itchy skin on hands</li> </ul>	Manager	Within one month	30 November 2011
			<ul style="list-style-type: none"> <li>Review of storage of cleaning materials.</li> </ul>	Manager	Within one month	30 November 2011
<b>Manual Handling</b>						
<b>Work from Height</b>						
<b>Machine Cleaning of Floors</b>						
<b>Lone Working</b>						
<b>Electrical</b>						

Assessment review date: 30 October 2011

NB: This risk assessment is an example only and does not cover all hazards that you may come across in your business.



## Health & Safety Management

Item	Yes/No	Action Required
Do you have a <b>Health &amp; Safety Policy</b> ?		
Does the <b>Health &amp; Safety Policy</b> cover all the <b>key areas</b> for your business? e.g. accident reporting; risk assessments; COSHH; Manual Handling; training etc.		
Have you identified <b>activities, tasks</b> and <b>physical areas</b> e.g. rooms where risks arise?		
Have you <b>identified</b> all the <b>hazards</b> ?		
Have you identified who's at <b>harm</b> and the <b>risk</b> ?		
Have you <b>identified</b> what you are <b>doing already</b> to <b>control/reduce</b> the risk?		
Have you <b>identified</b> what <b>further action</b> is needed to <b>control/reduce</b> the risk?		
Have you <b>recorded</b> you <b>findings</b> and identified <b>timescales</b> for action?		
Have <b>staff</b> been <b>involved</b> in undertaking these <b>risk assessment</b> ?		
Have <b>staff</b> been <b>trained</b> to <b>understand</b> these <b>risk assessments</b> ?		
Name:  Signature:		Date:

## Accident and Incident Reporting

### What law applies?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) place a legal duty on employers, the self-employed and those in control of businesses to report certain *work-related*\* accidents, diseases and dangerous occurrences.

\* The term "work-related" means that the accident or injury must have happened because of the way the work was being done, the type of equipment being used, or the way the business was being managed, or a combination of these.

### What do I need to report?

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by [reporting online](#). Alternatively, you can telephone **0845 300 9923**.

- 1 death or major injury of an employee or a self-employed person working on the premises (the accident that caused the death or injury must be connected to the work activity);
- 2 a member of the public is killed or taken directly to hospital for treatment. *Children attending the daycare establishment are not at work and therefore are regarded as members of the public.*

Are accidents to children whilst playing outside reportable under RIDDOR?
Yes, but only if the child is killed or taken to hospital for treatment of the injury and the accident arose out of or was connected to work. For example, the accident arose because of poor organisation or supervision arrangements, the equipment or the condition of the premises, e.g. damaged play equipment.

- 3 If an employee or a self employed person working on the premises suffers an over-three day injury i.e. not a major injury but one which results in the person being away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the injury itself);
- 4 Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form [Report of a case of disease](#).

These must be reported within 10 days.

All incidents can be **reported online** at <http://www.hse.gov.uk/riddor> but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm).

You must keep a record of any reportable injury, disease or dangerous occurrence. The easiest way to do this is to print and/or save a copy of the online form. A copy of the form will be automatically emailed to you.

Further advice available at: **A guide to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995**. L73 £11.95 hard copy from HSE books or available as a free download from [www.hse.gov.uk/hse/public/](http://www.hse.gov.uk/hse/public/)

## Accident Checklist

Item	Yes/No	Action Required
Do you and your staff know which types of accidents and injuries are legally reportable?		
Do you know when these must be reported and how to contact the Incident Contact Centre?		
Do staff receive regular training on how to deal with accidents and the correct procedures to follow?		
Have you got an accident book or other method for staff to record full details of accidents and incidents as soon as possible after they have happened? [Keep copies of photographs, cctv if available, and written account from staff who witnessed the incident and any other relevant information].		
Following an accident/incident do you routinely investigate the incident so as to try and prevent a recurrence? [It is important to examine both the immediate causes (unsafe acts/ conditions) and the contributory causes (e.g. management control)].		
Encourage employees to take a more active role in accident investigation which will encourage a greater health and safety awareness		
Name:  Signature:		Date:

## Premises Security

### Why is premises security so important to the business?

Children and infants are likely to find ways to abscond from the premises.

All children may be at risk from potential intruders – making it essential to control entry by **all** visitors.

The premises and the outside play area should be secure and children should not be allowed to leave them unsupervised.

### Important considerations

- The registered person should have an effective system for managing access for the premises, ensure that it is used and keep a record of visitors.
- Children should be supervised at all times.
- Children should only be released from the child care provision to individuals named by the parent.
- There should be clear information about the hours of opening, contact information and staffing.
- The correct staff to child ratio should be used at all times.
- The key worker or qualified personnel should be on site as instructed at all times.

### How to comply

#### When assessing security, points to consider are:

- Physical factors such as the height of door handles and window restrictors.
- General security measures such as what doors are locked, door alarms, use of security systems; intercoms, name badges.
- Staff awareness on the whereabouts of others in the building and of other users of the premises
- Fire requirements when locking doors.
- Poster and reminders to parents about the need for security and the systems that are in place.
- Seeking advice from the crime prevention officer.

#### A system for managing access may include:

- Use of a visitor's book, including the name of the visitor, the purpose of the visit and details of departure and arrival times.

- Arrival and departure times for staff, children and parents and any visitors which incorporate identity checks such as passwords.
- A procedure in the event of children not being collected.
- Obtaining written permission from parents if children are to be collected by another adult  
(this can also include who has legal access to the child).
- The arrangements for answering the door and questions to ask.
- A register detailing the school run activity (if applicable) to account for those off site.

<b>Security Checklist</b>		
<b>Item</b>	<b>Yes/No</b>	<b>Action Required</b>
Is the main entrance secure?		
Are both sides of the entrance well lit?		
Are all visitors asked to sign in and out and to provide identification?		
Are all other entrances secure and well lit?		
Do you have cctv recording surveillance?		
Is the outside area used by children secure?		
Have you carried out a risk assessment of any potential dangers outside? (such as steps, water)		
Are potentially hazardous indoor areas secure? (bathrooms, kitchens)		
Are external doors alarmed?		
Are alarms able only to be extinguished by employees with keys / security code?		
Do you have a display board to enable employees to locate source of alarm?		
Are external areas well lit? With sensors to switch on lights in the dark?		
Do you have a system to regularly locate and count children?		
Do you regularly review the security/care needs of the children?		
Name and position of person completing:		
Signature	Date:	

# Indoor and Outdoor Play Equipment

*A 2002 study carried out for the Health and Safety Executive concluded that playground equipment accounted for 2% of hospital attendances by children. The report noted that, on average, fatal playground accidents occurred once per year and 5 major injuries occurred every day.*

## Children's Play - hazards and guidance

**Location.** Play areas should:

- be easily accessed by children and adults
- have access routes and play areas that can be overlooked
- have barriers to restrict direct access from outside play areas to car parks and roads
- be well drained, if outside, and sited in low hazard surroundings.

**Layout / design of area.** Sufficient circulation space between equipment should be provided to prevent entrapment and accidental collisions.

**Toys and equipment.** Purchase toys, play equipment and surfacing which meet the appropriate UK/European standard and are age appropriate. Manufacturer's instructions should be retained. For play equipment which requires installation, the work should be carried out by competent persons.

**Surfaces.** It is recommended that impact-absorbing surfaces be used where the fall height from equipment is greater than 60cm. If loose-fill surfaces are provided, allowance should be made for regular cleaning, maintenance and replenishment.

**Inspections and maintenance.** Play equipment, toys, play surfaces and the play environment should be inspected and a record kept at the following frequencies:

- a daily/weekly visual check
- 1 - 3 monthly completion of checks in line with the equipment manufacturer's instructions
- an annual inspection by an independent inspector is recommended.

**Fouling.** Measures should be taken to prevent dog fouling of play areas. Sand-pits and pools should be covered when not in use. Loose-fill surfaces should be examined.

**Supervision.** Suitable levels of child supervision must be maintained:

- to ensure equipment age/size restrictions are observed
- to ensure that play areas are not overcrowded
- to control unsafe and inappropriate child behaviour

**Emergency procedures.** An accident book, public liability insurance and the availability of first aid facilities should be considered.

**Risk Assessment.** When you have considered the hazards in your play areas and assessed the risks document your assessment and make it available to staff and colleagues.

**Training.** Adequate information, supervision and training should be provided for staff so that they can carry out their duties effectively

## More information is available from the following organisations

Royal Society for the Prevention of Accidents (toys, equipment and surfacing, inspections) <http://www.rospa.com/>. Royal Horticultural Society (harmful plants) <http://www.rhs.org.uk/>  
Play England (discussion of risk-benefit in play) <http://www.playengland.org.uk/>  
Legislation Approved Codes of Practice and guidance notes can be viewed and are usually downloadable free from the Health & Safety Executive <http://www.hse.gov.uk/>. Inflatable Play Inspection, <http://www.pipa.org.uk/publicBestPractice.pdf> and <http://www.adips.co.uk/>. Cleaning play toys <http://www.hpa.org.uk/>

<b>Play Equipment and Play Surface Checklist</b>		
<b>Item</b>	<b>Yes/No</b>	<b>Action Required</b>
Are play areas, toys, play equipment and play surfaces inspected daily/weekly?		
Have staff been trained and/or informed about any: <ul style="list-style-type: none"> <li>▪ Equipment checks?</li> <li>▪ Supervision levels?</li> <li>▪ Age/size restrictions for equipment?</li> <li>▪ Max. numbers in play area/using piece of equipment?</li> <li>▪ Response to play area vandalism/accidental damage/fouling?</li> </ul>		
Is there a policy for: <ul style="list-style-type: none"> <li>▪ wet/icy conditions including restricting access to some equipment?</li> <li>▪ Wearing appropriate clothing and footwear/ sun protection?</li> </ul>		
Are the manufacturer's instructions retained to facilitate monthly/3 monthly inspections or product alerts? Are records of checks made?		
Are staff trained in the arrangements for accident or emergency?		
Name:  Signature:		Date: