Monday, August 23, 2010

**SAFETY STATEMENT**

**Identification of Hazards Ulla Beag Pre & After school**

**A**    SAND

**B**    WATER

**C**    TOYS LEFT ON FLOOR

**D**     FIRE

**E**  CHILDREN ACCESSING KITCHEN EN ROUTE TO PLAYGROUND

**F**   ELECTRICITY

**G**    HOT WATER TAPS

H     HOT RADIATORS

**I**   HOT LIQUID AROUND CHILDREN

**J**     CIGARETTES

**K**  FAULTY EQUIPMENT

**L**     LIFTING AND SWINGING OF CHILDREN FOR FUN

**M**  CHILDREN STANDING ON CHANGING MAT

**N**      SITTING ON WINDOW LEDGES

**O**   INADEQUATE CLASSROOM SUPERVISION

**P**      PLASTIC BAGS

**Q**      FORKS AND KNIVES IN DRAWER

**R**    LACK OF ACCIDENT/INJURY/EMERGENCY SITUATION PROCEDURE

**S**    CROSS CONTAMINATION

**T**   INCORRECT LIFTING AND HANDLING

**U**  BROKEN GLASS

**V**      SHARP OBJECTS

**W**     CHILDREN HIT BY DOOR OPENING INTO ROOM

**X**      DOORS OR PLAYGROUND GATE NOT CLOSED

**Y**    STRANGERS ALLOWED ACCESS TO CHILDREN

**Z**     PLAYAREA

**AA**   BEHAVIOURAL PROBLEMS

**AB**   FLIP FLOPS

**AC**    LIFTING CHILDREN WHILST PREGNANT

**2   RISKS ASSOCIATED WITH THE HAZARDS IDENTIFIED**

**A**               INJURY DUE TO SLIPPING

**B**           INJURY DUE TO SLIPPING

**C**      INJURY DUE TO TRIPPING

**D**              BURNING AND SMOKE INHALATION

**E**                CHILDREN CAN ENTER HAZARDOUS AREA OF KITCHEN

**F**                  ELECTRIC SHOCK AND FIRE RISK

**G**              BURNING

**H**             BURNING

**I**      CUTS, BANGS, GENERAL INJURY

**J**              BURNING

**K**              CUTS, BANGS, GENERAL INJURY

**L**              INJURY

**M**               FALL OFF

**N**              FALLING THROUGH GLASS OR OFF ONTO FLOOR

**O**                 INJURY TO CHILDREN

**P**                 DANGER OF SUFFOCATION

**Q**                CUTS

**R**            SITUATION COULD BE MORE SERIOUS IF NEGLECTED

**S**                 FOOD POISONING

**T**                BACK INJURY

**U**             CUTS

**V**            CUTS AND STABBINGS

**W**                INJURY TO CHILD

**X**               CHILD GETS OUT

**Y**                 CHILD ABDUCTION

**Z**                 ACCIDENTS AND SUNBURN

**AA**            INJURY TO OTHER CHILDREN, POSSIBLE CHILD ABUSE

**AB**              TRIPPING

**AC**           INJURY TO MOTHER AND/OR BABY

**3      MANNER IN WHICH HEALTH, SAFETY AND WELFARE TO BE SECURED**

**A**   STAFF REQUIRED TO SWEEP UP

**B**     STAFF REQUIRED TO CLEAN UP AND PLACE WARNING SIGN ‘WET FLOOR’

**C**    STAFF REQUIRED TO PICK UP

**D**   FIRE EXTINGUISHERS AND FIRE BLANKETS AVAILABLE AND CHECKED REGULARLY

**E**     BARRIER TO PREVENT ACCESS.  STAFF REQUIRED TO KEEP BARRIER CLOSED

**F**    STAFF REQUIRED TO MAKE SURE ALL SOCKETS HAVE SAFETY COVERS.  EQUIPMENT CHECKED REGULARLY

**G**     THERMOSTATICALLY CONTROLLED TAPS AND CHECKED WEEKLY ON CHECK LIST

**H**     THERMOSTATICALLY CONTROLLED RADIATORS

**I**        NO TEA/COFFEE PREPARED OR CONSUMED AROUND CHILDREN

**J**         NO SMOKING POLICY ON PREMISES

**K**        ALL EQUIPMENT CHECKED REGULARLY

**L**               NO LIFTING AND SWINGING.  STAFF REQUIRED TO REFRAIN FROM SAME

**M**               STAFF REQUIRED NOT TO STAND CHILDREN ON THE CHANGING MAT

**N**               STAFF REQUIRED NOT TO SIT ON WINDOW LEDGES AND TO PREVENT CHILDREN FROM DOING SAME

**O**               STAFF REQUIRED TO ALWAYS HAVE EYES ON CLASSROOM AND TO ENSURE ADEQUATE COVER BEFORE LEAVING ROOM

**P**          STAFF REQUIRED NOT TO LEAVE PLASTIC BAGS WITHIN REACH OF CHILDREN

**Q**                ALL CUTLERY IN DRAWERS ARE WOODEN OR PLASTIC,

**R**               PROCEDURES IN PLACE FOR ACCIDENT/INJURY/EMERGENCY SITUATION.  STAFF INFORMED OF SAME

**S**              DESIGNATED STAFF MEMBERS RESPONSIBLE FOR COOKING AND TRAINED IN BASICS OF HEALTH AND HYGIENE.

**T**               STAFF INSTRUCTED IN CORRECT LIFTING AND WHEN TO AVOID UNNECCESSARY LIFTING

**U**                 STAFF INSTRUCTED IN CORRECT METHOD OF DEALING WITH BROKEN GLASS.  STAFF REQUIRED TO CLEAR UP BREAKAGES IMMEDIATELY AND REMOVE CHIDREN FROM ROOM

**V**              STAFF INSTRUCTED NEVER TO LEAVE SHARP OBJECTS IN REACH OF CHIDREN

**W**              STAFF INSTRUCTED TO BE AWARE WHEN ENTERING A ROOM THAT CHILDREN MAY BE BEHIND DOOR AND INSTRUCTED TO LOOK THROUGH GLASS PANELS PROVIDED FIRST

**X**              STAFF INSTRUCTED TO ALWAYS CLOSE DOORS SECURELY BEHIND THEM AND ENSURE FRONT DOOR AND PLAYAREA GATES ARE LOCKED

**Y**                STAFF INSTRUCTED TO ENQUIRE AS TO IDENTITY OF CALLER AND NEVER TO LEAVE CALLER UNATTENDED.  DESIGNATED PERSONS ONLY MAY COLLECT CHILDREN

**Z**                 STAFF INSTRUCTED TO ALWAYS PROVIDE ADEQUATE SUPERVISION IN PLAYAREA AND TO REPORT ANY POTENTIAL HAZARDS.  MANAGEMENT TO PERFORM REGULAR CHECKS ON PLAYARE FACILITES

**AA**             STAFF INSTRUCTED TO NOTE ABOVE AND FOLLOW PROCEDURE

**AB**      NO FLIP FLOPS ONLY SECURELY FASTENED SANDALS

**AC**          PREGNANT WOMEN MAY NOT WORK IN BABY ROOM, MAY NOT LIFT CHILDREN AND MAY NOT CHANGE NAPPIES IF IT INVOLVES BENDING

**4     ARRANGEMENTS MADE AND RESOURCES PROVIDED FOR PROVIDING HEALTH, SAFETY AND WELFARE**

NOTE: APPLICABLE TO ALL BELOW IS THE FACT THAT THE SAFETY STATEMENT AND THE STAFF HEALTH, SAFETY AND WELFARE INDUCTION INFORMS STAFF OF ALL HAZARDS AND ACTIONS NECESSARY TO PREVENT ACCIDENTS

**A**              SWEEPING BRUSH AND DUSTPAN PROVIDED IN EACH ROOM

**B**             MOPS AND CLOTHS PROVIDED IN EACH ROOM PLUS WARNING SIGN ‘WET FLOOR’

**C**                STAFF REQUIRED TO MONITOR AMOUNT AND TYPE OF TOYS.  MUST BE APPROPRIATE TO CHILD AGE GROUP

**D**           REGULAR FIRE DRILLS PRACTISED.  FIRE FIGHTING EQUIPMENT AND FIRE ALARM SYSTEM IN PLACE.  FIRE EXITS CLEARLY SIGNED.  DEMONSTRATIONS IN USE OF FIREFIGHTING EQUIPMENT PROVIDED.  FIRE SAFETY PROGRAM PRESENTED TO NEW STAFF DURING INDUCTION.

**E**          BARRIER ERECTED TO PREVENT CHILDREN ENTERING KITCHEN.  ADEQUATE SUPERVISION PROVIDED WHEN CHILDREN GO THROUGH WALKWAY

**F**         NO OVERLOADING SOCKETS.  USE SUITABLE FUSES.  FAULTY EQUIPMENT AND DEFECTS IN SYSTEM ISOLATED AND REPAIRED IMMEDIATELY.  ELECTRICIAN ON CALL.  STAFF INFORMED OF HIS NUMBER.  STAFF MUST REPORT DANGERS AND DEFECTS.  MANAGEMENT REGULARLY CHECKS ALL ITEMS ON CHECKLIST

**G**             TAPS CHECKED REGULARLY TO ENSURE THEY ARE OPERATING EFFECTIVELY.  CHECKED ON CHECKLIST

**H**            RADIATORS CHECKED REGULARLY.  THERMOSTATICALLY CONTROLLED CHECKED ON CHECKLIST

**I**                NO STAFF BEVERAGES IN CRECHE AREA.  FACILITIES PROVIDED FOR PREPARING BEVERAGES I.E. STAFF ROOM FOR CONSUMING SAME.  STAFF REQUIRED TO MAKE AND CONSUME BEVERAGES IN STAFF AREA ONLY

**J**                 NO SMOKING ON PREMISES.  STAFF REQUIRED TO REFRAIN FROM SMOKING ON PREMISES

**K**               MAINTENANCE CHECKLIST AVAILABLE IN EACH ROOM.  STAFF REQUIRED TO CHECK EQUIPMENT AND REPORT AND ISOLATE/REMOVE ANY DEFECTIVE ITEMS

**L**                STAFF ADVISED.  NO SWINGING OF CHILDREN REGULATION IN PLACE.  REGULAR MONITORING BY MANAGEMENT

**M**                STAFF ADVISED.  REGULAR MONITORING OF NAPPY CHANGE AREA BY MANAGEMENT TO ENSURE COMPLIANCE WITH REGULATION.  STAFF REQUIRED NOT TO STAND CHILDREN ON MAT

**N**                STAFF ADVISED .  STAFF REQUIRED NOT TO SIT ON WINDOWS AND NOT TO ALLOW CHILDREN TO DO SO.  REGULATION IN PLACE

**O**            STAFF ADVISED.  STAFF TRAINED TO ALWAYS KEEP EYES ON CHILDREN.  STAFF NEVER TO LEAVE ROOM WITHOUT INFORMING ANOTHER MEMBER OF STAFF AND ENSURING ADEQUATE COVERAGE EXISTS IN ROOM.  FLOATER AVAILABLE.  STAFF NEVER TO LEAVE A ROOM UNSUPERVISED.  MANAGEMENT TO ENSURE ADEQUATE STAFFING NUMBERS AT ALL TIMES

**P**               STAFF ADVISED.  STAFF REQUIRED NEVER TO LEAVE PLASTIC BAGS WITHIN REACH OF CHILDREN.  STAFF MUST ALWAYS PICK UP PLASTIC BAGS AND STORE IN DESIGNATED AREA AWAY FROM CHILDREN

**Q**               STAFF ADVISED.  STAFF REQUIRED TO PLACE SHARP KNIVES IN KNIFE BLOCK PROVIDED AND NOT IN DRAWER

**R**            STAFF REQUIRED TO PRACTICE EMERGENCY/ACCIDENT PROCEDURES.  FIRST AIDER ALWAYS ON PREMISES.  STAFF TRAINING IN FIRST AID.  ALL STAFF WILL COMPLETE INCIDENT BOOK ENTRY.  STAFF REQUIRED TO INFORM MANAGEMENT OF INCIDENT.  MANAGEMENT WILL ESTABLISH THE CAUSE OF ACCIDENT.  MANAGEMENT WILL CALL 999 IF APPROPRIATE AND WILL GET ALL NECESSARY ASSISTANCE.  STAFF WILL KNOW LOCATION OF EMERGENCY NUMBERS

**S**                 DESIGNATED STAFF MEMBER WILL BE TRAINED IN BASIC HEALTH AND HYGIENE.  STAFF REQUIRED TO WASH HANDS AFTER TOILETING AND BEFORE PREPARING FOOD AND AFTER HANDLING FOOD, CHILDREN BRING THEIR OWN LUNCHES TO THE PRESCHOOL. SNACKS OF BROWN BREAD ; FRUIT AND VEG ARE SUPPLIED. SINKS AND ANTIBACTERIAL SOAPS AND PAPER TOWELS PROVIDED.  RAW MEAT IS NOT ON SITE IN THE PRESCHOOL. STAFF REQUIRED TO USE GLOVES WHEN PREPARING SNACKS. STAFF REQUIRED TO CLEAN AND STERILISE ALL WORK SURFACES AFTER FOOD PREPATATION.  ANTIBACTERIAL SPRAYS PROVIDED.

**T**              STAFF INSTRUCTED IN PRINCIPLES OF SAFE LIFTING DURING INDUCTION.  STAFF REQUIRED TO ABIDE BY SAME.  STAFF REQUIRED NOT TO LIFT EXCESSIVE LOADS THAT WILL CAUSE INJURY BUT TO CALL FOR ASSISTANCE. THERE IS A SACK TROLLEY AVAILABLE FOR HEAVY LOADS. STAFF REQUIRED NOT TO LIFT LARGER TODDLERS ONTO NAPPY CHANGING MAT BUT TO PLACE NAPPY CHANGE MAT ON THE FLOOR INSTEAD AND CHANGE THE CHILD THERE

**U**                STAFF INSTRUCTED ON CORRECT METHOD OF CLEANING UP BROKEN GLASS I.E. NEVER TO HANDLE BROKEN GLASS, TO SWEEP GLASS WITH DUSTPAN AND BRUSH (PROVIDED), TO WRAP GLASS IN NEWSPAPER TO PREVENT FURTHER INJURY.  STAFF REQUIRED TO KEEP CHILDREN CLEAR OF BROKEN GLASS AND CLEAR UP IMMEDIATELY. REMOVE CHILDREN FROM THE ROOM.

**V**                 STAFF REQUIRED TO NEVER LEAVE SHARP OBJECTS IN REACH OF CHILDREN.  SUITABLE STORAGE AREAS I.E. SHELVES AND CUPBOARDS OUT OF CHILDREN’S REACH PROVIDED FOR SUCH ITEMS

**W**             STAFF REQUIRED TO EXERCIZE CAUTION ENTERING A ROOM.  GLASS PANELS INSTALLED IN DOORS FOR VISUAL ACCESS TO ROOM

**X**                STAFF REQUIRED TO ALWAYS CLOSE DOORS SECURELY BEHIND THEM WHEN ENTERING AND LEAVING A ROOM PLUS PLAY AREA GET.  HIGH HANDLES OUT OF REACH OF CHILDREN HAVE BEEN PROVIDED ON MOST DOORS.  STAFF REQUIRED TO ENSURE FRONT DOOR IS ALWAYS LOCKED – INTERCOME SYSTEM INSTALLED FOR THIS PURPOSE AND SECURITY.   SIGNS ON PLAYAREA GATES WARNING STAFF AND PARENTS TO CLOSE GATES AT ALL TIMES

**Y**               STAFF REQUIRED TO ALWAYS ASK FOR ID OF CALLER BEFORE ALLOWING THEM ONTO PREMISES OR MANAGEMENT MEETS THEM ON DOORSTEP.  MANAGEMENT SHOULD BE CALLED FOR.  STAFF REQUIRED TO NEVER LEAVE CALLER UNATTENDED IN BUILDING.  ONLY DESIGNATED PERSONS MAY COLLECT CHILDREN.  THESE PERSONS ARE NAMED ON REGISTRATION FORM.  STAFF REQUIRED TO FAMILIARISE THEMSELVES WITH THESE DESIGNATED PERSONS.  IF IN DOUBT, STAFF REQUIRED TO ASK FOR ID AND/OR INFORM MANAGEMENT.  STAFF REQUIRED TO NEVER RELEASE A CHILD IF ANY DOUBT EXISTS

**Z**            STAFF REQUIRED TO PROVIDE ADEQUATE SUPERVISION IN PLAYGROUND AT ALL TIMES, TO LIMIT RUNNING DOWN THE HILL, WHEELED TOYS ALLOWED ONLY ON CEMENT.  STAFF REQUIRED TO REPORT ANY POTENTIAL HAZARDS TO MANAGEMENT.  MANAGEMENT REQUIRED TO DO REGULAR CHECKS WITH CHECK LIST ON PLAY AREA NOTICING ANY SHARP PROTRUSIONS ON FENCE OR SHARP STICKS FROM TREE OR ANIMAL FFAECES.  ENTIRE PLAYAREA COMPLETELY ENCLOSED, FENCED IN AND GATED FOR SAFETY.  STAFF REQUIRED TO APPLY SUNSCREEN AND HATS TO ALL CHILDREN BEFORE GOING OUT IN HOT SUN. STAFF REQUIRED TO PUT ON RAINGEAR ON CHILDREN BEFORE GOING OUT ON A WET DAY – THIS INLUDES WELLIES; COATS; HATS.

**AA**            STAFF REQUIRED TO REPORT ANY ODD BEHAVIOURAL PATTERNS AND/OR MARKINGS ON CHILD’S BODY TO MANAGEMENT.  MANAGEMENT TO THEN INVESTIGATE FULLY . THE CHILD NEEDS TO BE MONITORED AND ANY FINDINGS DOCUMENTED CLOSELY.  DISCUSSION OF IMMEDIATE CONCERNS WITH PARENTS WILL FOLLOW.  SHOULD THERE BE ANY SUSPICION OF CHILD ABUSE MANAGEMENT WILL CONTACT THE HSE.  ALL ACTIVITIES WILL BE DOCUMENTED.  FOR FULL DETAILS SEE CHILD PROTECTION POLICY

**AB**            STAFF ADVISED NOT TO WEAR FLIP FLOPS. PARENTS ADVISD SEUCRE VELCRO SHOES REQUIRED AND WELLIES IN WINTER/ RAINY WEATHER.

**AC**             STAFF WILL WORK IN AREAS WHERE THEY ARE NOT REQUIRED TO LIFT CHILDREN

**5                  NAMES AND JOB TITLES OF PEOPLE RESPONSIBLE FOR SAFETY AND HEALTH IN THE ORGANISATION:**

**NAME**:     DENISE SHERIDAN

**JOB TITLE:**OWNER AND MANAGER. SAFETY OFFICER FOR Úlla Beag.

**SAFETY TRAINING :**

LEVEL 5 IRISH RED CROSS OCCUPATIONAL FIRST AID.

LEVEL 6 CHILDCARE SUPERVISORY MANAGEMENT

LEVEL 5 CARERS PRACTICE

TRAINED IN USE OF FIRE EXTINGUISHERS

SEPTEMBER 2010 TRAINING :CHILD FIRST PROTECTION POLICY TRAINING WITH CLARE HSE.WAITING ON DATE FROM HSE.

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**NAME**:     RHONA SHERIDAN

**JOB TITLE:**CHILDCARE ASSISTANT.RESPONSBILE FOR FIRE DRILL POLICY AT Ulla Beag.

**SAFETY TRAINING :**

HACCP TRAINED

LEVEL 6 CHILDCARE SUPERVISORY MANAGEMENT

LEVEL 5 CARERS PRACTICE

TRAINED IN USE OF FIRE EXTINGUISHERS.

TRAINED IN BASIC FIRST AID

NOVEMBER 2010 TRAINING:

LEVEL 5 IRISH RED CROSS OCCUPATIONAL FIRST AID.

**ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES ON SAFETY AND HEALTH MATTERS:**

1                  EMAILS

2                  STAFF HEALTH, SAFETY AND WELFARE INDUCTION

3                  SAFETY STATEMENT

4                  MEETINGS

5                  TRAINING

6                  REGULAR MONITORING ON JOB

7                  CHILD PROTECTION POLICY

8 FIRE DRILL POLICY

9 FIRE EXTINGUISHER AND FIRST AID BOX TRAINING AS PART OF INDUCTION POLICY

**DETAILS OF INFORMATION AVAILABLE TO EMPLOYEES ON SAFETY AND HEALTH:**

1                  MEMOS

2                  STAFF HEALTH, SAFETY AND WELFARE INDUCTION

3                  SAFETY STATEMENT

4                  MEETINGS

5                  TRAINING

6                  HEALTH, SAFETY AND WELFARE LEGISLATION AND PUBLICATIONS

7                  CHILD PROTECTION POLICY

8 FIRE DRILL POLICY

9 FIRE EXTINGUISHER AND FIRST AID BOX TRAINING AS PART OF INDUCTION POLICY