

SAMPLE CHILDCARE SERVICE

SAFETY STATEMENT

For the attention of all Employees, Contractors,
Visitors



Contents.

Policy Statement	Page 3
Duties of the Employees	Page 3
Emergency Telephone Numbers	Page 4
Occupational First Aiders	Page 4
Training	Page 4
First Aid	Page 4
Accident Reporting Procedure	Page 4
Consultation	Page 4
Hazard Rating	Page 5
Training Records	Index One
Source of Forms & Information on Health & Safety.	Index Two
Contractors – Authorised.	Index Three.
Signature List of Employee Statement Readers.	Index Four.
Safety File.	Index Five.

Risk Assessment on Hazards.

Bullying/Harassment.	Page 6
Drugs & Alcohol	Page 7
First Aid & Accidents	Page 7
Fire	Page 8
Manual Handling	Page 9
Mobile Phones.	Page 10
Housekeeping.	Page 11
Contractors	Page 12
Personal Protective Equipment.	Page 13
Young/Non-National Workers.	Page 14
Welfare	Page 15
Noise	Page 16
Lone Workers	Page 17
Parking.	Page 18
Visual Display Units	Page 19
Working at Heights.	Page 20
Emergency Breakdown –Vehicle.	Page 21.

Policy Statement.

Our policy at Sample Childcare Service is to comply with the Health, Safety and Welfare Act 2005, and the associated General Application Regulations 2007, which set out how the prevention of ill-health and accidents at work is to be achieved.

This Safety Statement is aimed at protecting our staff, clients, contractors and members of the public from work place accidents and ill- health.

The Safety Statement is available to all our employees, outside service providers and Inspectors of the Health & Safety Authority.

The necessary training and system of work will be given to ensure as far as reasonably practicable, a workplace free from hazards and risks.

It is our policy, when purchasing new equipment or altering/replacing existing equipment to ensure, as far as reasonably practicable, that they are free from hazards and of CE quality. The same will apply to all our systems of work.

The required funding and resources to effect this policy will be made available.

We will update this policy, as necessary and will review same, at least once per year. In particular we undertake, to comply with all relevant health, safety and welfare legislation to include the following.

- Provisions of a safe workplace.
- Safe access and egress routes
- Safe system of work/safe equipment.
- Provision of appropriate personal protective equipment.

Signed: _____ **Date** _____

.....**Company Director.**

Duties of the Employees.

Employees are reminded of their responsibilities under the Health, Safety and Welfare Act 2005, and General Application Regulations 2007:

- Read and understand the company safety statement.
- Co-operate with management to enable him/her to comply with statutory provisions.
- Take reasonable care of their own safety, health and welfare and that of all others.
- Make proper use of all equipment appropriate to your work.
- Make proper use of personal protective equipment and care of same.
- Report immediately to your immediate manager/supervisor any defects in equipment, place of work, systems of work, which might endanger the safety, health, welfare of which he/she becomes aware of.
- Refrain from playing dangerous practical jokes or engage in horseplay.
- Report any injury to him/her, which occurs at work even if the injury does not stop him/her from working.
- Suggest safer methods of work.

NAME OF SAFETY OFFICER: NAME OF PERSON

NOTE:- Staff members who jeopardise their safety and that of others, or who fail to observe safety rules, are subject to corrective action up to and including dismissal.

Emergency Telephone Numbers.**112 Or 999**

Local Doctor: Tel:
 Local Hospital: Tel:
 Fire Brigade: Tel:
 Ambulance Service: Tel:
 Gardai: Tel:
 Local Health and Safety Authority: Tel:
 Clergy: Tel:

OCCUPATIONAL FIRST AIDERS.

Name: Tel:
 Name: Tel:
 Name: Tel:

Training

Staff training will be conducted in all areas relevant to Health and Safety: Safety Awareness/First Aid/Manual Handling/Fire Safety/VDU Safety.

The person responsible for training: NAME OF PERSON

First Aid.

First Aid Equipment, to include a first aid kit, will be available in Operations Floor, HR Office and Administration reception. A kit will be supplied for all operational transport vehicles. The person responsible for the provision and periodic checking of all first aid kits is: **Name of person.**

Accident Reporting Procedure.

It is a requirement under the 2005 Act that all accidents resulting in personal injury must be reported to the Health & Safety Authority. Reportable accidents are defined as those which result in death or three calendar day's absence from the employees normal work duty. Best practice – proforma forms link to www.hsa.ie IR1 & IR3 Forms.

The person responsible for Reporting Accidents is: **Name of person**

Consultation on Health & Safety Matters

Galway City & County Childcare is committed to meeting its obligations under the Health, Safety & Welfare Act 2005 & General Applications 2007 on consultation with its staff. Alex MacLean will meet with staff on a regular basis to discuss Health, Safety & Welfare aspects at work.

Hazards ----- General

Rating:

Severity X Likelihood.

High: = Death or very serious injury.

Medium: = Serious injury/illness.

Low: = minor injury/illness.

This system of risk rating will apply to all hazards associated with prior risk assessment of Galway City & County Childcare.

Galway City & County Childcare	Galway & County Locations.	Safety Coordinator.	Name of person.
--------------------------------	----------------------------	---------------------	-----------------

Bullying & Harassment.

Activity: Normal Work Hazard.	Risk to: Employees
Associated Hazard: Bullying/Harassment	Risk of: Emotional Illness/fear/anxiety/depression. Bodily harm/stress.

Control Measures:

Risk Rating.

<ul style="list-style-type: none"> • The company will not tolerate bullying or harassment under any circumstances. • The company Policy Statement on Bullying will be adhered to. • The company Grievance Policy/Procedure will be used to deal with all complaints. • All incidents of such behavior will be reported and investigated immediately and necessary corrective action taken. 	LOW.
--	------

Drugs & Alcohol

Activity: Work, Driving and Operating Equipment	Risk To: Employees/Sub – contractors/clients/public.
Associated Hazard: Loss of Control.	Risk Of: Injury/loss of limb/life.

First Aid & Accidents:

Activity: All work activities.	Risk to: Employees
Associated Hazards: Insufficient/inadequate treatment.	Risk of: Injury

Control Measures:	Risk Rating.
<ul style="list-style-type: none"> The consumption of alcohol while on duty is forbidden. Arriving on duty after partaking of alcohol will not be tolerated. The use and possession of illegal substances is strictly forbidden and will result in instant dismissal. 	LOW
Control Measures:	Risk Rating.
<ul style="list-style-type: none"> Trained Occupational First Aiders are provided. All Certification is current and authorized by a recognized First Aid Instructor. Adequate and appropriate First Aid equipment is provided and maintained on each site and vehicle. Rest facility will be provided to assist recovery. All incidents will be recorded in the First Aid Book. All Reportable Accidents and/or Dangerous Occurrence will be reported to the HSA on IR1 or IR3, as required by statutory provisions. 	Medium

Fire

Activity: All Tasks.	Risk to: Employees/Public.
Associated Hazard: Flammable materials/liquids. Toxic fumes.	Risk of: Burns/Scalds – Death.

Control Measures:	Risk Rating:
<ul style="list-style-type: none"> • All areas will be maintained free from hazards, as far as reasonably practical. • Areas –inside & outside- will be kept clear of any accumulation of rubbish and combustible materials. • Solvents/cleaners will be at a minimum, stored correctly and in their correct containers. • All contract work/repairs will be with authorized contractors and subject to a Permit to Work system. • All staff will receive induction training to their place of work. • All staff will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the fire alarm. • All staff will be familiar with at least two escape routes from their work area and with the fire extinguishers in their area. • All passage ways/escape routes will be kept clear. • Staff will familiarize themselves with the Emergency Evacuation Plan and know their Assembly Point. • Fire points must never be obstructed. • Extinguishers and fire systems will be maintained yearly or as necessary. 	Medium.

Manual Handling

		Control Measures.	Risk Rating.
<p>Activity:</p> <p>Stacking/Loading/Delivering/Sorting Supplies.</p> <p>Pushing/pulling/supporting loads.</p> <p>Physical handling of Clients.</p> <p>Driving journeys.</p>	<p>Risk To:</p> <p>Employees & Clients.</p>	<ul style="list-style-type: none"> ✚ As part of induction training all employees will be trained in manual handling and client handling by a Qualified Manual Handling Instructor. ✚ Mechanical lifting devices will be supplied and used where possible. ✚ Stores/storage areas will be organized and proper housekeeping techniques adopted. ✚ Work will be arranged to avoid over-reaching or twisting when handling clients or goods. ✚ Employees will not carry anything that obscures their vision. ✚ Suitable trained staff will carry out two person lifts. ✚ No person who has a history of back trouble will undertake any manual handling tasks. ✚ Clear communication is necessary when physically handling clients. ✚ Driving long journeys leads to fatigue – drivers must have their seat set correctly- head rest set correctly- take regular road-breaks – remain alert 	High
<p>Associated Hazards:</p> <p>Hurting self or others.</p>	<p>Risk Of:</p> <p>Back injury/hand injury/hernia/muscle tear/cramp/crush injuries/fatigue.</p>		

Galway City & County Childcare Centre.

Mobile Phones/Mobile GPS.

Activity:	Risk to:	Control Measures	Risk Rating
Using/operating mobile phones/microphones whilst driving. Observing GPS whilst mobile.	Employees/visitors/ other road users/pedestrians/ cyclists/your car passengers.	<ul style="list-style-type: none"> • The overall use of mobile phones should be kept to a minimum. • Mobile phones for use in car must by law have a fitted handsfree kit. • Mobile phones must be switched OFF before performing any hazardous task. • Mobile phone must not be used whilst fueling your vehicle. • Speed-dial numbers must be programmed to reduce distraction when contacting Office. • Walkmans/personal radios are not permitted for use within the building or compound. 	LOW
Associated Hazard: Loss of concentration/distraction.	Risk of: Injury/ill-health/death.		

Housekeeping--- **Include Sharps.**

<p>Activity: Slips Trips Falls Cuts/Infection/Dermatitis.</p>	<p>Risk to: Employees/Clients/Visitors/Contractors.</p>
<p>Associated Hazards. Hurt. Infection</p>	<p>Risk of: Infection, broken bones, cuts/infection. Blood loss.</p>

Control Measures	Risk Rating
<ul style="list-style-type: none"> ➤ Each employee must follow policy –“a place for everything and everything in its place.” ➤ There must be no trailing cables on floor or overloading of sockets. ➤ Food / hot drinks must be confined to welfare facility only and not at work desk. ➤ Smoking: Only in designated areas and all butts must be extinguished and disposed of correctly into waste container. ➤ Contractor Cleaners are employed to maintain all facilities to the highest hygiene standards. ➤ Chemicals used in cleaning may cause some persons dermatitis or health problems – this must be reported as soon as possible and a replacement cleanser will be used. ➤ A “Clean Desk” policy operates and all lockers/desks/cabinets must not be overloaded, must be clean and must be secured closed. ➤ Frayed carpet or mats to be replaced to avoid slips/trips/falls. ➤ Spillages: Clean as you go. Avoid accident. ➤ Sharps: Wear correct gloves – dispose safely. 	<p>Medium</p>

Contractors:

Activity: Maintenance/Cleaning/Repairs/Service Equipment/Emergency Repairs.	Risk to. Employees/Clients/ Visitors/ Contractor Staff.
Associated Hazards: Not familiar with the building.	Risk of: Injury/Death.

Control Measures.	Risk Rating
<ul style="list-style-type: none"> ❖ Policy to engage contractors who complete a Risk Assessment of the contract and submit their own Safety Statement complete with Employee SafePass details. ❖ Approved work to be followed in line with a Safe System of Work document and “Work Permit” documents. ❖ Office machinery repaired by Authorised Agents only. ❖ Couriers/An Post/Delivery persons to deliver to Reception only. ❖ Visitors: Confined to Reception Area unless escorted by authorised employee. ❖ Contractor staff to sign in/out of the building and on induction to site to be given the Safety Policy of the Company. Sign policy as understood. ❖ All contractors to operate a site- clean policy and safely remove all waste/packaging/debris. ❖ Safety File: new installation/new fittings/new drawings to be supplied by contractor for addition to the Site Safety File and updated. 	Low.

Personal Protective Equipment.

Activity: Office Work/Handling Clients.	Risk to: Employees/Clients/Visitors
Associated Hazard: Stress	Risk of: Cuts/Bruises/falls/stress.

Control Measures	Risk Rating
<ul style="list-style-type: none"> ➤ All employees must follow the company policy on dealing with fellow employees and clients/visitors/contractor staff. ➤ All Contract employees have to follow their training in Childcare. ➤ Where Uniforms are required – they must be clean and worn correctly. ➤ Staff should avoid wearing rings/chains/jewelry which could cause cuts to clients and injury to the wearer. ➤ When safety shoes are supplied by the employer, they must be used, when on duty. ➤ Gloves, suitable to the task, must be worn to prevent infection/contamination/illness. 	Low

Young- Non National Workers.

Activity:	Risk to:	Control Measure.	Risk Rating
General Activity/work	Employees	<ul style="list-style-type: none"> ➤ No person under 18 years will be employed. ➤ All new employees will receive induction training and will be assigned to an experienced employee until considered safe at work. The Safety Statement will be part of this training induction process. ➤ Records will be kept of all training – Fire – Manual Handling – First Aid. ➤ Only when management is satisfied that the new employee is competent will he/she be permitted to work. ➤ All young/inexperienced workers will be under the direct supervision of a competent person for the duration of their training. ➤ All new employees must be briefed on Company Policy – Equal Status – Equality – Data Protection. 	Low.
Associated Hazards: Young/Inexperienced. Non-National Communications.	Risk of: Injury		

Welfare Facilities.

Activity: General Work Activities.	Risk to: Employees/Clients/Visitors.
Associated Hazards. Lack of Welfare Facility/Neglect.	Risk of: Poor hygiene/wet/cold/ill-health.

Control Measurers.

- | Control Measurers. | Risk Rating |
|--|--------------------|
| <ul style="list-style-type: none"> ➤ Suitable facilities will be supplied in line with the requirements versus the number of persons in the building. ➤ There will be at all times hot and cold running water. Separate drinking water supplied. ➤ All areas inspected on a regular basis and areas maintained to the highest hygiene standards. Hand dispenser for soap. Hygiene hand cleaner/dryer. ➤ All areas well lighted and ventilated. ➤ All supplies of paper towel stored off floor and suitable holders /disposal bins fitted. ➤ In order to protect non-smokers, smoking is prohibited in all areas/company vehicles and enclosed areas. ➤ Canteen facility must be maintained to the highest standard. Suitable tables and individual chairs fitted. ➤ All Office/Canteen/Welfare waste must be removed on a daily basis. ➤ Rento -kill contractor engaged to eliminate the risk of pest/vermin. ➤ Contractor engaged to take care of Sanitary Services | |

Noise:

Activity:	Risk to:	Control Measures.	Risk Rating
Associated Hazard. Tiredness/fatigue.	Risk of: Employees. Reduced hearing. Noise induced hearing loss.	<ul style="list-style-type: none"> ➤ All office equipment will be fitted to the highest standard and printers will be isolated to a noise proofed locker. ➤ Employees will keep telephone control volumes low to avoid distraction to other employees. ➤ Broadcast/Music Radios are Not Permitted. (Inc. license and IMRO fees). ➤ All machinery will receive regular maintenance. 	Low.

LONE WORKERS.

Activity: Travelling to attend meetings. Visiting childcare centers. Visiting clients in remote locations.	Risk to: Employees.
Associated Hazard. Isolation	Risk of: Isolation/Harm/Threat Alone/Weather/ dogs.

Control Measures.	Risk Rating.
<ul style="list-style-type: none"> ➤ All internal and company meetings will be preplanned and agenda circulated. ➤ All Employees travelling to other centers must brief their Senior Management and diary their movement in the interest of safety. ➤ When any employee is working alone and visiting a client during night or day in isolated areas their Childcare Training and Policy must be followed: 1. Car must be fully fueled/ tyres pumped including spare –check oil/water/kits. 2. Mobile phone must be fully charged and working. 3. Your Office contact must be briefed of your schedule and planned estimated time of arrival at client. 4. Confirm safe arrival, situation brief, estimated time of departure. 5. Confirm departure and current situation. 6. Confirm home arrival and closedown. ➤ Prior to arrival at Client – make telephone contact and request dogs or other hazards to be removed. Always be aware that the family pet may react inappropriately to a stranger/visitor. ➤ Be aware of your route and its facilities when preplanning. ➤ Programme your phone to speed-dial your emergency contacts/breakdown service/nearest Garda Station. 112 Emergencies. 	Medium

Parking.

<u>Activity:</u> Parking of Car in Confined Space	<u>Risk to:</u> Employees/Visitors
<u>Associated Hazard.</u> Injury/damage	<u>Risk of:</u> Injury/stress/pain.

<u>Control Measures</u>	<u>Risk Rating.</u>
<ul style="list-style-type: none"> • Parking is provided for staff at the Center but due to operating in a confined space, negotiating the area may be difficult, at times. • Travel at a much reduced speed and maintain good area vision. • Seek help if reversing from a confined space. • Remember to secure car and valuable items to the boot, out of sight. • Laptop Computer/Client details must never be left unattended in car. • Password and protect laptop/mobile phone /GPS (if fitted). • Client/Visitor meeting should be staggered to maximize the use of available car parking spaces. 	<u>Low.</u>

Visual Display Units.

Activity: Working at Desk/Computer	Risk to: <u>Employees</u>
Associated Hazards. Upper Limb Disorders/Pain.	Risk of Pain in body joints/back pain/wrist pain/Eye Strain.

Control Measures	Risk Rating.
<ul style="list-style-type: none"> Under the Health, Safety and Welfare at Work Act 2005 & General Applications 2007, it is a requirement that all employees using VDU in excess of one hour per day are trained in their correct use and posture. The individual is effected by the temperature/humidity/lighting/ noise at the office. Temperature of 17.5 degrees. Humidity approx. 45%. Lighting (non flicker) 300-600 lux. Noise 55db. The chair must be suitable to the individual and the individual must be able to make any necessary adjustments. A foot rest should be supplied on request. The individual must be given the facility of an eye sight test each year and paid for by the employer. Should glasses be required, the employer will provide payment for same. The screen should be 18 to 24 inches, square in front of the employee. The desk must be free from clutter and be of a non reflective surface. There should be no glare onto the screen. To stop eye strain the individual should look off 20 meters to a focus point (ie calendar with large numbers) every twenty minutes for 20 seconds. Adjustable window blind essential. Regular breaks must be taken – suggested 10 minutes every hour. Vary the task on a regular basis and mix with filing and other office tasks. Take regular exercise for neck and shoulders. 	Medium

Working at Height.

<u>Activity:</u>	<u>Risk to</u>	<u>Control Measures</u>	<u>Risk Rating</u>
Storage of goods.	Employees/Clients/Visitor	<ul style="list-style-type: none"> • Under regulations working at heights is now considered a hazard above ground zero level. • A suitable unit with platform and handles will be provided, when required, to take units down from a height. This action will be done with a second person on standby at the platform unit. • Under no circumstances may any employee take a risk of climbing, using a swivel chair or stand on a box to take any item from a height. • All storage will be on shelving at a suitable level to avoid climbing and to avoid over reaching and therefore causing manual handling injuries. • Changing of lighting will be completed on request by a competent trained employee, using the correct platform steps and with a team assistant. 	<u>Low.</u>
<u>Associated Hazard.</u> Falls/injury/damage. Collapse.	<u>Risk of:</u> Injury/ bleeding/broken bones		

Emergency Procedures—Breakdowns - Vehicle.

Activity	Risk to.	Control Measures	Risk Rating.
Driving	Employee /Other road users.	<ul style="list-style-type: none"> ▪ The individual must be aware that they check their transport on a regular basis for oil and water. ▪ The fuel gauge should be maintained above the minimum of at least one quarter tank. ▪ The individual must carry in their possession their valid driving license. ▪ The individual must make certain that Tax/Insurance is in order. ▪ The individual must be alert to the service record/requirements of the vehicle. ▪ In the event of a break down, bring the car to a halt gradually and into a safe location. ▪ Put out the required warning triangle, summon assistance as required. ▪ Use the hazard warning lights. ▪ If you are unable to change a tyre, do not attempt to do so, call for assistance. ▪ Do not leave laptop/Company-Client information in any unattended vehicle. 	Low
Associated Hazard Puncture/Burst tyre/ Brake failure. Running out of fuel.	Risk of: Accidents/injuries		

INDEX ONE.Training Records:

Training records are essential for Internal Audits and a record of the progress from each individual employee.

A master sheet must be complete- signed – dated by all employees attending any training course. This document is held with insurance and audit files.

All training sessions must be recorded against the records of the individual. Policy is to have the employee and the trainer countersign a pro-forma document indicating the type of training, the duration of same, the test results, student comments, and request for additional training.

Personnel documents must be filed against the individuals records and must be secured under Data Protection Regulations: www.dataprotection.ie.

Index Two

Source of Information and Forms for Health Safety & Welfare.

All current information is available, free of charge, via the internet on the web site: www.hsa.ie

Contents of First Aid Locker/Kits. Refer: www.hsa.ie

Accident and Dangerous Occurrence Forms: IR1 & IR3 refer: www.hsa.ie.

Training information: www.niso.ie

A regular investigation of the web site www.hsa.ie will be made to keep Galway City & County Childcare up to date with current legislation.

Index Five: Safety File.

It is the policy of Sample Childcare Service to request all suppliers and contractors to submit any manuals and drawings of installations/equipment/ wiring/maintenance alterations to be held on site at the office of the Building Manager.

This is a requirement under the Construction Regulations 2006.

The Fire Safety Manual will be updated on all maintenance services and fire drills.

This is a requirement under the Fire Safety Act 1981/2003.

