

Policy No 29 Health and Safety Policy**Appendix 1 – Responsibilities of Directors / Managers / Employees****REV: 6 Date: 16.08.2021**

The **Directors of Killorglin Community Childcare Ltd. T/A Scamps & Scholars** are responsible for

- Ensuring that an effective policy on Safety, Health and Welfare exists within the company, and shall direct its implementation.
- Demonstrating a personal interest in safety, health & welfare.
- Ensuring that the childcare centre is managed by a named designated person who is responsible for the day to day management of the centre and another named person is assigned to ensure the centre is managed in their absence.
- Ensuring that the childcare centre management is supported in developing the potential of the centre through various support mechanisms such as expertise, finance etc....
- Ensuring that all persons appointed as childcare staff are appropriately qualified, vetted and references from previous employers or most recent employer / student body are available.
- Ensuring that written policies and procedures are in place to deal with emergencies and to manage a child's challenging behaviour and to assist the child to manage his or her behaviour as appropriate to the age and stage of development of the child.
- Ensuring that the facilities and premises are suitable and safe and protected from infestation at all times.
- Monitoring the effectiveness of the policy and ensuring that necessary changes are made.
- Ensuring that Health & Safety issues are discussed at regular meetings with the Manager and corrective action is taken on any concerned safety issues
- Ensuring that decisions concerning health and safety are discussed at regular meetings and approved for implementation.
- Identifying and establishing areas of responsibility with other members to avoid confusion.
- Identifying issues that need to be addressed within the childcare centre and providing staff and other users with guidance, support and direction to ensure the safety of all persons at the childcare centre.
- In extreme circumstances, ordering activity to stop if they consider safety, security and/or health of children and childcare staff are seriously endangered.
- Ensuring that formal liaison is established with the Manager and childcare staff.
- Ensuring that staff numbers are commensurate with those laid down in the Childcare (Pre-School Services) (No.2) (Amendment) Regulations 2006 enacted into Irish law on December 19th 2006.
- Ensuring that staff are fully trained and records of training kept on file for inspection by the Health & Safety Authority and relevant authorities.
- Ensuring that all staff wears appropriate clothing at work and jewellery is kept to a minimum while working with children.

- Ensuring that first aid facilities are provided in the childcare centre and first aiders hold current recognised certificates and refresher training is provided as is necessary.
- Ensuring that first aid boxes for children are commensurate with the provisions of Appendix C of the Childcare Pre-school Services (Amendment) (No. 2) Regulations 2006.
- Ensuring first aid boxes are in compliance with Table 1.6 of the First Aid regulations 2007.
- Ensuring that play equipment used in the childcare centre are suitable for the purpose, is regularly maintained and cleaned and does not create a hazard to children or staff.
- Ensuring the access and egress facilities are safe and secure for all persons leaving and entering the building.
- Ensuring that adequate emergency plans are in place for the giving of warnings of fire to ensure the safety of childcare staff, children and parents/guardians in the event of an emergency.
- Ensuring that parents and guardians are aware of the security arrangements to ensure the safety of staff and children when using the childcare facility.
- Ensuring that welfare facilities are provided that are appropriate to the needs of the childcare staff and children and that there is a maintenance service provided on a regular basis.
- Ensuring that all heating systems are thermostatically controlled to ensure safe surface temperatures.
- Ensure that all visitors, parents/guardians to the childcare centre are aware of, and comply with the centres safety, health and welfare policies and procedures.

THE MANAGER:

In addition to her duties under the Child Care Act 1991 / 2001, and the Child Care Pre-school Services (Amendment) (NO. 2) Regulations 2006 and Regulations 2016. Also for the Children First **Act** 2015 (the **Act**).

The Manager is responsible for:

- Implementing the Company's safety policy and bringing it to the attention of childcare staff in the centre.
- Demonstrating an interest in safety, health & welfare.
- Ensuring that all new entrants are properly inducted into the company, which must include an awareness of all precaution and procedures applicable to the job, and the emergency procedures;
- Ensuring that staff receive induction training before the commencement of work on their own, so that they are familiar with the safety, security and health policies in place at Scamps & Scholars, Killorglin.
- Ensuring that no person is permitted to work at any kind of task unless he or she has been properly and fully instructed in the use of such equipment.
- Ensuring that any legal requirements relating to the operation of the childcare centre are fully complied with, including (but not limited to):
 - Inspection of all fire-fighting equipment;

- Safe use of electrical equipment.
 - Maintenance of appropriate registers;
 - Provision of first aid equipment;
 - Accident investigation;
 - Arrangements for housekeeping;
- Ensuring that any responsibilities delegated to other staff members are clearly identified;
 - Ensuring that staff numbers are commensurate with those laid down in the Childcare (Pre-School Services) (No.2) (Amendment) Regulations 2006 enacted into Irish law on December 19th 2006.
 - Ensuring that staff are fully trained and records of training kept on file for inspection by the Health & Safety Authority and relevant authorities.
 - Ensuring that all staff wears appropriate clothing or uniform at work and jewellery is kept to a minimum while working with children.
 - Ensuring that first aid facilities are provided in the childcare centre and first aiders hold current recognised certificates in paediatric first aid and refresher training is provided as is necessary in accordance with the First Aid Guidelines 2007 and the 2016 regulations.
 - Ensuring that first aid boxes are commensurate with the provisions of Appendix C of the Childcare Pre-school Services (Amendment) (No. 2) Regulations 2006 for children; and a first aid box comprising of the contents in accordance with Chapter 1 First Aid Equipment and Materials of the First Aid Regulations, is in place for staff.
 - Ensuring that play equipment used in the childcare centre are suitable for the purpose, is regularly maintained and cleaned and does not create a hazard to children or staff.
 - Ensuring the access and egress facilities are safe and secure for all persons leaving and entering the building.
 - Ensuring that adequate emergency plans are in place for the giving of warnings of fire to ensure the safety of childcare staff, children and parents/guardians in the event of an emergency.
 - Ensuring that frequent Fire Evacuation drills are carried out and records of drills and times are kept for inspection.
 - Ensuring that fire and evacuation drills are carried out when children with special needs are in the playroom to ensure that safe evacuation can take place in the event of a fire.
 - Ensuring that adequate fire fighting equipment is in place in the childcare centre and all staff are trained in fire fighting procedures.
 - Ensuring that staff and visitors to the centre are aware of the Fire Assembly Point in the event of an emergency and the procedures to be followed in the event of an evacuation.
 - Ensuring that a system exists within the centre for accounting of staff, children and visitors, in the event of an emergency.
 - Ensuring that fire action notices and other health and safety notices are posted in the childcare centre to inform visitors / parents / guardians of the policies and procedures in place for the safety of the childcare staff and children.

- Ensuring that parents and guardians are aware of the security arrangements to ensure the safety of staff and children when using the childcare facility.
- Ensuring that welfare facilities are provided that are appropriate to the needs of the childcare staff and children and that there is a maintenance service provided on a regular basis.
- Ensuring that all materials contained in bedding and internal furnishings have adequate fire retardancy properties and have low levels of toxicity.
- Ensuring that adequate storage facilities are available for work equipment, toys and buggies so that they do not create a tripping hazard to staff, children and visitors.
- Ensuring that cleaning materials are stored outside the play rooms in a secure and locked cupboard, and out of the reach of children at all times.
- Ensuring that all heating systems are thermostatically controlled to ensure safe surface temperatures.
- Ensuring that welfare facilities are provided for staff and separate facilities for children that are commensurate with the children's' ages and heights.
- Ensuring that hot water in the children's' washing facilities is thermostatically controlled and at a temperature not exceeding 23⁰ C at any time.
- Ensure that all visitors, parents/guardians to the childcare centre are aware of, and comply with the centres safety, health and welfare policies and procedures.
- Ensuring that facilities for wheel chair users are provided and maintained at the childcare centre where possible.
- Ensuring that strict hygiene and safety procedures are followed and logged at all times in relation to the provision of meals to the children.
- Ensuring that food provided on the premises for children is in accordance with The Food and Nutrition Guidelines for Preschools 2004 and is also in accordance with ISO 340 IS 133 and EC (Hygiene of Foodstuffs) Regulations 2000 (S.I. No 165 Of 2000).
- Ensuring that facilities are provided for children to take their meals in a comfortable and safe manner.
- Ensuring that utensils used for meals are clean and hygienic and facilities are provided for cleaning utensils used.
- Ensuring that parents and staff are aware of the Anti-Bullying Policy in place, and the procedures to be followed in the event of a child or member of staff becoming the victim of a bullying incident.
- Ensuring that parents are aware of the centre's policy on sick children at/ or attending the centre, administration of prescription medicines and nutritious meals.
- Ensuring that toys and materials used at the centre are safe and without risk to children and carry the CE safety standard.
- Ensuring that records for children are kept up to date and available for inspection by the Directors, Representatives from the HSE and Inspectors from the Health & Safety Authority.
- Ensuring that employees under her supervision are familiar with The Child Care Act 1991 / 2001, and the Child Care Pre-school Services (Amendment) (NO. 2) Regulations 2006: and comply with them at all times.

- Ensuring that employees under her supervision are familiar with the Child registration procedures and comply with them at all times.
- Ensuring that equipment that is likely to pose a risk to children is taken out of use and replaced or repaired immediately.
- Ensuring that the playroom is cleaned with safe cleaning agents at the end of each working day and the area is secured.
- Ensuring that the childcare assistants under her supervision are made aware of this Safety Statement, policies and procedures and the relevant regulations and codes of practices.
- Ensuring that the childcare assistants' exercises extreme care when children are in the play area and that the children are supervised at all times.
- Ensuring that water if used for water play is changed on a daily basis to prevent cross contamination of children and to encourage high hygiene standards.
- Ensuring that sand if used for play, is changed on at least a weekly basis or earlier depending on the condition of the sand and according to use.
- Ensuring that compost used for planting is regularly changed and facilities are in place for children to wash hands immediately after using compost.
- Ensuring that a cleaning schedule is prepared and adhered to, to ensure the safety and health of all children and staff in the childcare centre.
- Ensuring that waste and other refuse is stored hygienically and disposed of frequently.
- Ensuring that parents / guardians are familiar with the procedures in place for the collection of children and inform her if there is a change to the existing collection procedure for an individual child.
- Ensuring that the main door and other doors where relevant, to the facility is secured at all times when children are in the facility and those parents / guardians understand the security arrangements.
- Ensuring that furniture, play and work equipment is in good repair and is regularly checked for defects and faults and is repaired or replaced as necessary.
- Ensuring that a cleaning programme for furniture, work and play equipment is in place and regularly checked.
- Ensuring that an adequate supply of clean bedding and linen, towels and spare clothes is available at all times for the children and babies, and soiled items are stored in a suitable, designated area that is not accessible to children.
- Ensuring that the children are provided with regular drinks and food in adequate quantities for their needs, in consultation with the parents / guardians where concerns exist
- Ensuring that preventative and corrective measures are in place for the prevention of spread of infections in accordance with Appendix G of the Childcare Preschool Services Amendment Regulations 2006.
- Ensuring that a programme is in place for checking sleeping babies and children, at 4 minute intervals as is appropriate if a child ceases breathing, in order to commence CPR, that is available for inspection by parents / guardians / authorities.

- Ensuring that sleeping facilities are suitable for the children and babies, are located away from noisy play areas but in view of the staff at all times, to check that the children are breathing and not in difficulty.
- Ensuring that outdoor play areas are so fenced and doors and gates are so secured as to prevent a child gaining access to roadways or other sources of danger and to prevent unauthorised access to the garden and play area.
- Ensuring that operational procedures for the safe conduct of outings are in place and all children are safely escorted on all outings.
- Ensuring that all accidents, no matter how minor, are reported to parents / guardians and records are maintained in the childcare centre also.
- Ensuring that adequate arrangements are in place to summon medical assistance promptly for children and a protocol is in place for the administration of medicines on written parental consent and GP consent if required.
- Ensuring that adequate numbers of staff are present at all times to ensure that staff ratios are in accordance with current legislation and that there is always at least one person available for each room if required to cover staff if sick or absent.
- Ensuring that all staff have received training in first aid and first aid for children in accordance with the 2006 First Aid Guidelines.
- Ensuring that first aid boxes for children's use are maintained in accordance with the Childcare Pre-school Services Regulations 2006 and for staff in accordance with the First Aid Regulations 2007.
- Ensuring that staff have read and understand the policies for maintaining the safety of children at all times.
- Be involved in the financial success of the centre.
- Make decisions regarding financial budgets and expenditure in conjunction with the Board.
- Develop short, medium and long term plans for the centre to ensure that the local community is well serviced with childcare services now and into the future.

EMPLOYEES: Employees include: Supervisors, After school staff, full-time and part-time childcare assistants, Early Years Educators and Community Employment / Rural Social Scheme / TUS Workers.

Section 13 of the Safety, Health and Welfare at Work Act 2005 outlines the general duties of employees while at work:

Employees will:

- Familiarise themselves with and conform to the safety, health, security and welfare policy and other associated policies in place in the childcare centre and take reasonable care of their own safety and that of others at the childcare centre.
- Be responsible for the safety of the children at all times, and the safety of other staff and management in the childcare centre.
- Observe all safety rules and take reasonable care of their own safety and the safety of others affected by their actions or omissions while at work.
- Not use mobile phones/smart watches when at work, as they are a distraction to the supervision & safety of the children.
- Co-operate with the childcare manager and any other person to such extent as will enable her employer or the other person to comply with any of the relevant statutory provisions.
- Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience or equipment provided for securing their safety, health and welfare while at work.
- Report to the childcare manager without delay, any defects in equipment, and place of work or systems of work, which might endanger safety, health or welfare, of which they become aware.
- Ensure that he / she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his/her own safety or that of other persons at work or the children in their care.
- If reasonably required by his / her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, and under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
- Use all correct tools and equipment for the job, and not misuse any appliance, equipment or personal protective equipment or any other means provided for securing their safety, health and welfare while at work.
- Report to the childcare manager without delay, all accidents or near misses, whether the persons are injured or not.
- Attend training provided by the childcare manager or Directors of Scamps & Scholars, Killorglin
- Direct suggestions to improve safety, health and welfare to those responsible for safety.
- An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under the Act.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)