

Hazard Identification & Preliminary Assessment

Number	Activity	Can Activity Cause Injury?* (Yes/No)

*** If Yes : Complete A Risk Assessment Form**

The Principles of Risk Assessment

Identify Hazards – The aim of this stage is to list all the chemical, physical, biological and Ergonomic hazards that are inherent in a particular process.

A hazard is anything that has the potential to cause injury to people or damage to plant or building.

Assess Risks – The aim of this stage is to analyse each of the hazards identified in the above and the controls that are in place to control them.

The risk (the likelihood of the hazard causing injury or damage) of each hazard is assessed and graded as either High, Medium or Low.

Develop controls – The aim of this stage is to ensure that any hazard which has been assessed as being risky is controlled.

The new controls will be developed using the **Hierarchy of Controls**.

The law states that, so far as is reasonably practicable i.e taking into account the cost of the controls, the highest level of this Hierarchy must be applied.

- ❖ Eliminate the hazard by removing it from the workplace
- ❖ Substitute a less hazardous alternative
- ❖ Remove the people from the hazard by carrying out the process totally away from them
- ❖ Isolate the process from the people by carrying it out within an enclosure which cannot be entered while the process is active
- ❖ Controls – Develop controls on two levels-
 - a) Engineering controls – Use of guards/Local exhaust ventilation etc.
 - b) Systems of work – Use of particular methods of carrying out a process
- ❖ Personal Protective Equipment
- ❖ Discipline – Rely on the staff to behave sensibly

Implement Controls – The results of the previous stage are put into practice.

Monitor Controls – The new controls must be monitored regularly to ensure that they have reduced the risk. The whole Risk Management cycle will have to be repeated if

- a) There is a change in the equipment/systems of work.
- b) There is an accident that could have caused injury.

NOTES ON THE SAFE LIFTING OF PERSONS OR HEAVY OBJECTS

Almost a quarter of all accidents to staff are caused through people lifting and moving heavy objects and people.

In most cases they are caused because of a complete lack of knowledge of the basic principles of safe lifting and carrying.

THERE ARE TWO WAYS OF LIFTING – THE RIGHT WAY AND THE WRONG WAY. MAKE SURE YOU USE THE RIGHT WAY!

The wrong way Most people attempt to lift by bending the back and keeping the legs straight. This is a sure way to cause undue strain to the spine and to the stomach muscles and will invariably lead to either back injury, rupture – or even both.

The right way The muscles of the legs, being much stronger, should be used to take the strain – whilst at all times keeping the following points in mind:-

- Keep the back straight.
- Bend the knees to get down to whatever you are lifting.
- Position your feet correctly. They should be slightly apart with one foot slightly in front of the other to ensure proper balance.
- Hold whatever you are lifting correctly. Loss of grip whilst lifting could cause serious injury. Never just use the fingertips. Use your full fingers and the palm of your hand to obtain a secure grip.
- Lift the load by straightening your legs. Tucking your chin in will help keep your neck and back straight. This should be done prior to starting the lift.
- When lifting and carrying, always pull the load tightly into your body with your elbows pressed into your sides.
- If in doubt as to whether or not you can lift the load – **don't!** Seek the help of another person instead.
- When two or more people are lifting together it is imperative that all of them understand exactly what the others are going to do, and only one of them should be responsible for giving instructions. Always try to work in unison.

These principles also apply when depositing a heavy load on the ground or when pushing/pulling.

LAUNDRY SAFETY NOTES

ELECTRICITY

Never handle electrical appliances with wet or damp hands and never let water come into contact with electrical appliances.
All appliances when not in use must be unplugged.

WASHING MACHINE

Follow the instructions for the different programmes carefully.

Do not overload the machine as it will not wash the clothes properly and could damage the appliance.

Do not mix colours with whites.

Use the washing tablets and conditioner provided.

Do not leave wet washing in the machine for any length of time.

Do not put the tumble dryer on at the same time as it may overload the socket.

It is the responsibility of the 6 O'clock staff to put the washing in the washing machine on Tuesdays, Thursdays and Fridays.

Washing supplies must be ordered on the shopping list every fortnight.

TUMBLE DRYER

It is the responsibility of the 7 O'clock staff to put the wet washing in the dryer.

Do not put the washing machine on at the same time as the tumble dryer as it may overload the socket.

Make sure the fluff on the filter is taken off after each use to allow the hot air to escape.

Do not put any metal or plastic items in the tumble dryer, as they will melt.

Do not overload the dryer as it will not be able to dry the clothes properly and could cause a build up of friction.

Do not put the tumble dryer on without anything in as it will overheat.

NAPPY CHANGING

PLEASE REMEMBER:-

- All nappy changing should be carried out in the area provided.
- Disposable aprons and gloves are available and recommended.
- **DO NOT** leave any child unattended on the changing unit.
- Children's bottoms should be wiped down with either cotton wool and water or a hypo-allergenic wipe.
- Children have their own individual pot of barrier cream.
- Nappies should be disposed of in the Sengenic unit provided.
- The changing surface must be wiped down after **EACH** use, using the anti-bacterial liquid provided.
- **REMEMBER TO WASH YOUR HANDS !!**
 - Please record the change of nappy in the Nappy Record Book.
 - Soiled clothing must be placed into a sealed bag and returned to parents. If clothing is excessively soiled or stained they must be put into a separate wash on a 90 degree cycle and parents informed.

SAFE USE OF ELECTRICAL EQUIPMENT

- Don't use suspected faulty equipment. Report it to the Officer in Charge.
- Always check for defective cables, plugs or sockets.
- Switch off and disconnect any equipment that sparks or stalls.
- Don't let cables trail across the floor.
- Disconnect equipment when not in use, by pulling the plug and not the cable.
- Avoid kinking, twisting, binding or crushing cables.
- Keep all electrical equipment clean and dry.
- Don't stand on a wet area when using electrical equipment.
- Never overload electrical equipment.
- Leave electrical repairs to trained staff.

NOTES ON HOUSEKEEPING

- Make sure your work area is kept clean and tidy.
- Clean up after each session.
- Do not leave things lying around which others may trip over.
- Do not let rubbish accumulate. Put it into the bin and then into the dustbin at the end of the day.
- If something is in the way move it to somewhere safe.
- It does not take long to clear up but it could prevent a nasty accident.
- A tidy workplace is a safe workplace!

STAFF DRESS CODE

- Staff must wear smart casual, comfortable, non revealing clothing, which will not restrict them from joining in all activities yet looks professional. No unsuitable motifs or designs are allowed.
- Staff must not wear nail varnish or have long or false nails due to hygiene rules and risk to children.
- Long hair should be tied up neatly when dealing with food.
- No jewellery is to be worn except for a plain wedding band and small hoop or stud earrings. At the discretion of Management.
- Sensible, flat shoes should be worn and suitable for your area of work.
- Staff are expected to wear protective clothing where necessary e.g gloves and aprons for nappy changing.
- Staff are responsible for keeping their clothes clean and are advised to bring a change of clothes to work.
- Slippers should be worn in carpeted rooms; these should be safe and sensible.

BOOKING IN & MENTORING STUDENTS

All students wishing to complete a course of work experience at Sunnybank must apply to the Deputy Manager.

The work experience co-ordinator is _____ Laura Johnson _____

The procedure for accepting a student is as follows:-

- The student must either ring or write to the work experience co-ordinator requesting a placement. They must give details of their name, address, telephone number, age, course, place of study, duration, days and hours to be worked and age group they wish to work with.
- The work experience co-ordinator will then assess if there is a spare place, as the nursery can only take four students at any one time (one in each group).
- The student will then be asked to come into the nursery for an informal interview, so the work experience co-ordinator can determine suitability for work experience. The student will also be asked for information from their place of study regarding their course and expectations. We will also expect a written letter from the student's co-ordinator confirming all details.
- The student will be covered under the Nurseries Public Liability Insurance Policy but will be accepted on the understanding that the place of study have completed their own vetting system and sent an Indemnity Form taking responsibility for them.
- The student will then be booked into the diary and shown around the nursery. work experience co-ordinator will discuss policies and procedures for each room and introduce the student to the staff.
- Other topics of discussion will be dress code, breaks, lunch facilities, tea/coffee contributions, no smoking policy, mentoring system, rules and expectations. This will also be given to them in writing for reference.

Sunnybank Nursery

- Before leaving the student should be given a form to fill in to record all important personal details in the event of an emergency and any problems regarding health or performance. There is also a permission for first aid to be administered and outings slip which must be signed before the placement commences. A passport sized photograph must be kept with the form which will be confidential and kept in the office for two years.
- On the first morning the student will be given a Health and Safety induction with the work experience co-ordinator. This will cover Fire safety and evacuation, hazard spotting, first aid and medicine procedures and what to do in the event of an accident. The student will also be expected to read the Nurseries policies and procedures after which they will need to sign to say they have read and understood them.
- When both parties are happy to continue the work experience co-ordinator will take the student to a particular group and settle them in. They will be constantly supervised but encouraged to take part in all aspects of the daily routine.
- Every day an attendance sheet will be filled in recording their arrival and departure times and the student will be requested to ring the nursery if they are to be late or off sick with an idea as to when they will return.
- Each student will be allocated a **mentor** which will be a qualified member of staff. They will work closely with the student to ensure that they are keeping up to date with their work and have no problems. They will also be responsible for filling in an end of placement report to highlight their strengths and any areas for improvement. A copy of this will be kept with their personal details in the event of a reference being requested in the future.
- Any problems concerning work experience or students must be reported to the work experience co-ordinator immediately, who will then decide on any appropriate action to be taken.
- Staff are encouraged to treat all students equally regardless of race, religion, age or gender and will support them fully throughout their placement. However if there are any causes for concern that cannot be rectified then the student will be asked to leave. Their tutor will then be contacted with an explanation.

Student information

Sunnybank Nursery is a 36 place Nursery with around 14 staff, 1 cook and 2 owners. We open at 7:00 a.m. and close at 6:00pm, are open all year round, Monday to Friday except Bank Holiday's and one week at Christmas.

We have four children's groups at nursery:

The Cotton Tails in the Baby Unit aged approximately 3 months – 1 year (approx 6 per day)

The Bunnies in Cosy Corner aged approximately 1 year – 2 years (approximately 7 per day)

The Rabbits in the playroom aged approximately 2 years – 3 years (approximately 8 per day)

The Hares in the Garden room aged approximately 3 years – 5 years (approximately 8 per day)

Children are dropped off between 7:00 a.m. and 8:30 a.m. in the playroom where they can have breakfast. Then all the children go off to their own rooms for the morning session. Any children that arrive after 8:30 a.m. go straight into their group. Each group has a break at around 10:00 a.m. and 2:00p.m, lunch at 11:45 p.m. and tea at 3:30 p.m.

Each group has their own daily routine that is displayed in their room.

When you arrive in a morning you will need to sign in on the register and it will say next to your name where you will be based that day.

Dress Code

You will need to wear smart/casual but comfortable clothing. We like you to be involved in all activities including messy ones so please don't wear your best clothes.

We would appreciate if you don't wear any jewellery as it could harm the children or yourself.

We ask for you not to wear high heels as they are not practical and not safe when carrying children in your arms. Comfy shoes are advised as you will be going out into the garden for outside play and may be asked to go on a walk. You may bring a pair of slippers as our carpeted rooms are shoe free zones.

Nail varnish and false nails are not allowed in case of chipping or falling off into children's food or baking.

Meals/drinks

The main nursery kitchen is for the children's meal preparation only. Staff and students can use the office to have a break which has a kettle, microwave, toaster, sandwich maker and fridge. You will need to provide your own lunch but are welcome to use the facilities in the office. Lunch breaks are for half an hour.

Hot drinks can only be had at set times when the children are sat down at the table having their snack or meal or alternatively you can have them on your break in the office. You can bring your own tea/coffee in from home and store in the office or alternatively you can pay 20p per day to use ours. Cold drinks can be drunk at anytime of the day but if having a can could you please pour it into a beaker to drink. A water cooler is provided in the office, please help yourself. We do have a snack box service which a company provides and you simply pay for what you take and a price list is included. To encourage good role models in front of the children crisps can only be eaten as part of a meal and chocolate should be eaten in the office.

Paperwork

When you come for your interview you will be asked to fill in a student registration form. This form will be kept confidential and kept in the office. It will contain emergency telephone numbers, contacts and addresses. We will also need information about your health and request permission from you to administer first aid if necessary. We will also need a passport-sized photograph for your file for security reasons. If you have a current disclosure form please bring it along as we will need to take a copy of it.

Coursework

If you need to do any activities in particular, you need to talk to the group leaders. Staff will offer advice and help but it you responsibility to keep your work up to date. If you do not have any specific activities but would like to participate in our planning then ask the team leader. Please give us as much notice as possible for activities as they must be planned in advance.

Mentoring

You will have a mentor when you start your placement that will be able to help you if you have any queries. Alternatively see the student co-ordinator.

The team leaders of each group will be able to sign your attendance record and fill in any comments or reports for you.

We hope you have an enjoyable time with us, but remember the more you participate, the more you will get out of this placement, so join in and have fun!

Expectations

You will be encouraged to be an active member of the group and should involve yourself in all activities. We expect you to:

- ❑ Help and encourage all children during play and promote independence using praise.
- ❑ Help set up and clear away activities.
- ❑ Work as part of a team and always ask if any jobs need doing to keep busy.
- ❑ Follow room routines and ask for help if unsure what to do. Always follow the staff lead.
- ❑ Maintain confidentiality at all times and do not discuss nursery issues off the premises.
- ❑ Inform the Management if you are going to be late, absent or on holiday.
- ❑ Inform the Management if a teacher is planning to visit so someone is available to give feedback.
- ❑ Stay focused on the children during session time.
- ❑ Try and arrange personal appointments outside of your designated nursery hours.
- ❑ Always be polite to parents and never discuss concerns with them without permission from staff.
- ❑ Never open the door to a parent or visitor without staff consent.
- ❑ Be aware of Health and Safety at all times. You will be given induction training on your first session.
- ❑ Report any injuries to management.
- ❑ Report any risks or hazards to the Management.
- ❑ If a child tells you something which worries you, do not ask questions, report it straight away to the group leader who will take any necessary action.
- ❑ You will never be left unsupervised in a room with children.

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