

# Home from Home Creche

## Safety Statement

### Including Risk Assessment

<b>Document Title:</b>	<b>Safety Statement</b>
<b>Document Author:</b>	<b>Rachel Cawley</b>
<b>Document Approved:</b>	<b>Rachel Cawley and Danielle Cawley</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard copy and induction</b>
<b>Updates of Policy:</b>          <b>Staff:</b>	<b>All updates of this policy will be distributed when amendments are made or at least on review date.</b>          <b>During initial induction of employment and on schedule review dates. If amendments made prior to review date, staff will be advised immediately of any changes.</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email, website, hard copy available on premises and available to school age children if require</b>
<b>Date the Document is Effective From:</b>	<b>September 2024</b>
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Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 15](#)  
[Legislation and Regulation, Síolta Standard 9: Health and Welfare](#)) ([National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 4: Records](#),  
[National Standard 5: Organisation and Management](#), [National Standard 7: Complaints](#),  
[National Standard 11; Child Protection](#))

# **SAFETY STATEMENT**

## **INCLUDING RISK ASSESSMENTS**

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## SECTION 1 – HEALTH AND SAFETY POLICY

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I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



## 1.0 – HEALTH AND SAFETY POLICY

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### KEY ACTIONS

**As an employer I / we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines my / our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.**

## HEALTH AND SAFETY POLICY

We of Kids Campus are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable,

that:

- Work activities are managed so as to ensure the safety, health and welfare of our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.



## 1.1 – BUSINESS / COMPANY INFORMATION

### KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

<b>BUSINESS / COMPANY INFORMATION</b>	
<b>Business / Company Name</b>	Home from Home Creche
<b>Business / Company Address</b>	Hampton lane , Balbriggan Co Dublin
<b>Ratio</b>	6months – 1 year 1:3 1-2 years – 1:5 2-3 years – 1:6 3-5 years outside ECCE – 1:8 3-5 years (ECCE) 1:12 after ECCE hours 1:8 5-11 years (School Age) 1:12
<b>CRO Number</b>	9813096D
<b>Managing Director / Owner</b>	Rachel Cawley Danielle Cawley
<b>Phone Number</b>	086 1741809 086 6669016
<b>Email</b>	<a href="mailto:cawleyrachel@hotmail.com">cawleyrachel@hotmail.com</a> <a href="mailto:cawleydanielle@hotmail.com">cawleydanielle@hotmail.com</a>
<b>Website</b>	<a href="http://www.homefromhomecreche.net">www.homefromhomecreche.net</a>
<b>Activities Provided</b>	Full Day care service offering preschool & School Age too, Supervised homework, Arts & Crafts, Outdoor Play, Sand & Water Play, Playdough, Painting. Free Play, Imagination Play – wide selection of toys and designated areas of play to choose from. Sensory equipment

## SECTION 2 – SAFETY ARRANGEMENTS

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THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK





## 2.0 – ROLES AND RESPONSIBILITIES

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### KEY ACTIONS

**While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.**

### EMPLOYER'S RESPONSIBILITIES INCLUDE:

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- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
  - Prevent improper conduct likely to put an employee's safety and health at risk
  - Provide a safe place of work, which is adequately designed and maintained
  - Provide safe means of access and egress
  - Provide safe plant, equipment and machinery
  - Provide safe systems of work, e.g. operating procedures
  - Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
  - Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
  - Provide suitable protective clothing and equipment where hazards cannot be eliminated
  - Prepare and revise emergency plans and designate staff to take on emergency duties
  - Provide and maintain welfare facilities
  - Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).
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### EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



## 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

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### KEY ACTIONS

**We, as the employers, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:**

- We shall identify responsible persons(where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- IWe shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

### KEY ACTIONS

**Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.**

Competence is determined by knowledge, training and experience and, as an employer I / we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.

### 2.1.1 – INDUCTION TRAINING

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#### KEY ACTIONS

**Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace.**

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then I / we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.

### 2.2 – CONSULTATION AND PARTICIPATION

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#### KEY ACTIONS

**We recognise that employee participation in health and safety is an integral part of my / our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.**

#### TOP TIPS

I / we will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I / we will consider such matters and will endeavour to take any action that I / we consider necessary or appropriate to deal with the matters raised.

## 2.3 – THE SAFETY REPRESENTATIVE

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### KEY ACTIONS

**Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.**

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: Sinead Mullen

## 2.4 – CONTRACTORS' RESPONSIBILITIES

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Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

### KEY ACTIONS

**All contractors involved in a work activity on my / our premises must comply with my / our policy for safety, health and welfare.**

**Contractors carrying out work must:**

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:

- o Safety statement
- o Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

#### FURTHER INFORMATION

To ensure compliance with the legislation I / we will provide contractors with the relevant sections of my / our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my / our workplace.

**Form 1.5 – Responsible Persons Task Register in Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



## 2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

#### KEY ACTIONS

**Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, We will:**

- Practice good housekeeping, including:
  - o Keeping walkways clear
  - o Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

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### KEY ACTIONS

**If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected employees/children or a third party, we will:**

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
  - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
  - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

### FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street, Dublin

1.



## 2.7 – EMERGENCY PROCEDURES

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### KEY ACTIONS

**I / we will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:**

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
  - Fire
  - Explosion
  - Accidents/injuries
  - Robbery
  - Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

### FIRE AND EVACUATION

**I / we will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:**

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

### FIRST AID

After assessment of the workplace and the type of hazards that exist, I / we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- I / we will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- I / we will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

<b>EMERGENCY CHECKLIST</b> (NON-EXHAUSTIVE)		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?	X		
	Are employees aware of the plans and procedures?	X		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?	X		
	Are evacuation plans and emergency contact information on display?	X		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	X		
	Have you held an evacuation drill in the last six months and kept a record of this?	X		
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?	X		

#### **VIOLENCE / ROBBERY**

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

#### **FURTHER INFORMATION:**

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.





## 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

### KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	Currently only female staff. Separate staff toilet to children's toilets
Washbasins and washing facilities (hot and cold water and soap)	Yes
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	Yes
Portable drinking water	Filter system in place
Facilities to take shelter from the elements	When in outdoor area if weather alters for the worse, staff must return to setting with children immediately
Facilities to dry clothing and suitable changing areas for nature of the work	Yes



## 2.9 – PERSONAL PROTECTIVE EQUIPMENT

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### KEY ACTIONS

**Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:**

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.
- Aprons

### **We will ensure that:**

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
- I / We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register in Appendix 1.**

### **We expect our employees to:**

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

### FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



## 2.10 – PREGNANCY AT WORK

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### KEY ACTIONS

**As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I / we will carry out the following;**

- Make sure that a specific risk assessment for that employee is undertaken\*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
  - Adjust the working conditions or hours of work or both; or
  - If this is not possible, provide alternative work; or
  - If this is not possible, grant the employee health and safety leave
- we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

### FURTHER INFORMATION

**Form 2.5 Responsible Persons Register** in **Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



## 2.11 – YOUNG PERSONS (Work placement students)

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### KEY ACTIONS

**We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. we will undertake the following:**

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity – this is mainly for work placement students
- Put in place all required control measures identified by the risk assessment, taking account of:
  - Their lack of experience, maturity or awareness of risk
  - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
  - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

### FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.

## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

### KEY ACTIONS

**As an employer we will, so as far as is reasonably practicable, ensure that:**

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

### FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

## APPENDICES

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APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

## INDUCTION REGISTER

NO.	NAME	DATE INDUCTED	SIGNATURE

# TYPICAL INDUCTION TOPICS

PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	<b>RECOMMENDED TOPICS TO BE DISCUSSED</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	The qualifications and experience of workers to be inducted have been checked (where required)			
2.	Employees have been briefed on equipment in the workplace			
3.	PPE is available and worn as required: <ul style="list-style-type: none"> <li>• Safety glasses</li> <li>• Apron</li> <li>• Safety footwear</li> <li>• High-visibility clothing</li> <li>• Ear protection</li> <li>• Other.....</li> </ul>			
4.	Emergency procedures and location of: <ul style="list-style-type: none"> <li>• Assembly point and evacuation route</li> <li>• Closest medical facility</li> <li>• Contact details of emergency services</li> <li>• Provisions for emergency communications</li> </ul>			
5.	<ul style="list-style-type: none"> <li>• The location of the first-aid facilities/kits</li> <li>• Names of the first aiders and where to obtain treatment</li> </ul>			
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels			
7.	Names and contact details of the Health and Safety representative(s)			

8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: Danielle Cawley				



TRAINING REGISTER									
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[illegible]

[illegible][illegible]

**FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER**

NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	Rachel Cawley
2.	Person responsible for managing and co-ordinating work activities	Danielle Cawley
3.	Ensuring records are maintained	Rachel Cawley
4.	Ensuring forms and registers are collected and filled out as required	Rachel Cawley
5.	Ensuring safety data sheets are available and appropriate control measures are in place	Rachel Cawley
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	Rachel & Danielle
7.	Ensuring risk assessments are carried out and updated as necessary	Rachel Cawley
8.	Ensuring the upkeep and maintenance of welfare facilities	Rachel & Danielle
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	All staff
10.	Co-ordinating and managing training requirements	Rachel & Danielle
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	All staff
12.	Ensuring young persons risk assessments are carried out when necessary	Rachel & Danielle
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	Rachel Cawley
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	Rachel Cawley

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## **APPENDIX 2 – EMERGENCY INFORMATION**

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**FORM 2.1 – EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT INFORMATION				
BUSINESS/COMPANY NAME	Cawley Childcare ltd t/a Home from Home Creche			
ADDRESS	Hampton Lane Balbriggan Co Dublin			
EIRCODE	K32 NY17			
CONTACT DETAILS				
NAME	ROLE	PHONE NUMBER		
Rachel Cawley	Manager	086 1741809		
Danielle Cawley	Manager	086 6669016		
EMERGENCY SERVICES CONTACT DETAILS				
SERVICE	ADDRESS	PHONE NUMBER		
DOCTOR	Bracken Clinic	01 8416660		
FIRE/GARDAÍ/AMBULANCE	INSERT	999 or 112		
UTILITY AND SERVICE PROVIDERS				
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)			
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)			
IRISH WATER	1890 278 278			
HEALTH & SAFETY AUTHORITY	1890 289 389			
ASSEMBLY AREA	Infront of main building, towards end of driveway at Fire Point Assembly			

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**APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM**

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**FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM**

**INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM**

**PART A – DETAILS OF INJURED PERSON**

<b>NAME</b>		<b>PHONE</b>		
<b>ADDRESS</b>		<b>EMAIL</b>		
		<b>PPS NUMBER</b>		
		<b>DATE OF BIRTH</b>		
		<b>AGE</b>		
		<b>POSITION</b>		
<b>EMPLOYMENT TYPE</b>		<b>FULL TIME</b>	<b>PART TIME</b>	<b>OTHER</b>
<b>OCCUPATION</b>	<b>EMPLOYEE</b>	<b>CONTRACTOR</b>	<b>MEMBER OF THE PUBLIC</b>	<b>OTHER</b>
<b>OUTCOME</b>	<b>INJURY</b>	<b>NEAR MISS</b>	<b>FATALITY</b>	<b>OTHER</b>

**PART B – DETAILS OF INJURY AND TREATMENT**

<b>TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)</b>				
<b>CAUSE OF INJURY (E.G. FALL, MACHINE)</b>				
<b>PART OF BODY INJURED</b>				
<b>AGENT (E.G. POOR LIGHT)</b>				
<b>FIRST AID</b>	<b>YES</b>	<b>NO</b>	<b>FIRST AIDER</b>	
<b>TREATED BY DOCTOR?</b>	<b>DOCTOR'S NAME</b>		<b>ADDRESS</b>	
<b>HOSPITALISED?</b>	<b>HOSPITAL NAME</b>		<b>ADDRESS</b>	
<b>TREATMENT RECEIVED?</b>				

**PART C – DETAILS OF ACCIDENT OR INCIDENT**

<b>DATE</b>		<b>TIME</b>	
<b>LOCATION</b>			
<b>DESCRIPTION OF ACCIDENT/INCIDENT</b>			

OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER
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## PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)

NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS		
WITNESS STATEMENT TAKEN?			YES	NO

## PART E – KEY FINDINGS OF INVESTIGATION

LIST

## PART F – ACTIONS TO PREVENT REOCCURRENCE

ACTION	BY WHOM	DATE

## PART G - ITEMS ATTACHED

SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES NO	YES NO	YES NO	YES NO	YES NO

DETAIL OTHER ITEMS/USEFUL INFORMATION

## PART H – OTHER INFORMATION

ACCIDENT INVESTIGATED BY		POSITION	
PHONE		EMAIL	



SIGNED		DATE	
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## APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

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### INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

#### SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

**Section 1** contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

**Section 2** gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

**Section 3** If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

**Section 4** details the first-aid measures you need to take in case of an accident while using the chemical.

**Section 5** gives specific information on fighting a fire caused by the chemical.

**Section 6** details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

**Section 7** contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

**Section 8** gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

**Sections 9, 11 and 12** provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

**Section 10** contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

**Section 13** explains how the chemical should be disposed of correctly.

**Section 14** contains information relating to the transportation of the chemical.

**Section 15** contains the details of the classification of the chemical as given on the label.

**Section 16** gives any other information relevant to the chemical, e.g. training advice.

## PART B – RISK ASSESSMENT AND ACTION LIST

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### RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
  - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
  - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
  - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

### ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

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## **PART B1 – RISK ASSESSMENTS**

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### **Completed Risk Assessments**

1. Manual Handling
2. Heating Ventilation and Air Conditioning Systems
3. Knives and Sharp Objects
4. Microwave
5. Radon

<b>Hazard: Manual Handling</b>	
<b>Current Controls</b>	<b>Actioned</b>
<p>Each manual handling task is assessed (Using the risk factors) and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	<b>Yes</b>
<p>Task is organised to allow the use of mechanical aids (e.g. hoist, forklift, stairlift, gantry crane, winch, goods lift, pallet truck, trolley) to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p>	<b>Yes</b>
<p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p>	<b>Yes</b>
<p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p>	<b>Yes</b>
<p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances.</i></p>	<b>Yes</b>
<p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p>	<b>Yes</b>
<p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor</i></p>	<b>Yes</b>
<b>Additional Controls or Information</b>	

<b>Hazard: Heating Ventilation and Air Conditioning Systems</b>	
<b>Current Controls</b>	<b>Actioned</b>
<p>All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions</p> <p><i>Equipment should be serviced regularly by a competent person and records kept</i></p>	<b>Yes</b>
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available	<b>Yes</b>
Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions	<b>Yes</b>
Accessible hot pipework is lagged as required	<b>Yes</b>
<p>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order</i></p>	<b>Yes</b>
<b>Additional Controls or Information</b>	

<b>Hazard: Knives and Sharp Objects</b>	
<b>Current Controls</b>	<b>Actioned</b>
Use of knives and sharp objects is minimised and they are stored safely (e.g. safe location, knife block, blade retracted or housed in a holster or sheath)	<b>Yes</b>
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained  <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	<b>Yes</b>
Knives and sharp objects are checked (e.g. blade seating, blade and overall condition of knife) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	<b>Yes</b>
Knives or sharp object used are suitable (e.g. blade size, type of blade, holder / sheath, rounded edges, functionality and ergonomic use) for the job  <i>Typical categories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	<b>Yes</b>
Blades are kept sharp and replaced as needed	<b>Yes</b>
PPE (Personal Protective Equipment e.g. cut resistant gloves, aprons) is provided and worn as required	<b>Yes</b>
<b>Additional Controls or Information</b>	

<b>Hazard: Microwave</b>	
<b>Current Controls</b>	<b>Actioned</b>
Microwave is used and maintained in accordance with the manufacturers manual	<b>Yes</b>
Metal is never placed in the microwave	<b>Yes</b>
Reported defects are dealt with promptly and unsafe equipment is taken out of use	<b>Yes</b>
Containers used are suitable for use in the microwave	<b>Yes</b>
Heat resistant gloves/cloths are provided and used when handling hot containers	<b>Yes</b>
<b>Additional Controls or Information</b>	



<b>Hazard: Radon</b>	
<b>Current Controls</b>	<b>Actioned</b>
Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required  <i>Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, <a href="http://www.radon.ie">www.radon.ie</a></i>	<b>Yes</b>
Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested  <i>Reference levels for workplaces are 300Bq/m<sup>3</sup> and 200Bq/m<sup>3</sup> for long stay residential units. Refer to <a href="http://www.radon.ie">www.radon.ie</a> for more detailed information</i>	<b>Yes</b>
Measures taken to reduce the radon level are maintained to ensure they remain effective  <i>Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points</i>	<b>Yes</b>
<b>Additional Controls or Information</b>	

## Social Media

School Age children attending Kids Campus will not be permitted to use mobile phones or access social media of any kind within the setting during their time with us.

Children will have access to computers and games on the computer however no internet access will be given for any other gaming/social media or online forums.

Children can interact with each other through various activities as outlined.

As there is a mix of age within the setting, no mobile phones are permitted to be on any child's person throughout the day, the reason for this is to reduce

- Social media while in Kids Campus as staff cannot sit with one child for long periods of time to supervise this while other kids are also needing attention and care
- To ensure no child takes a photo/video of another child/staff member without permission
- Privacy of both staff and children.

If children need to contact a parent for a private matter they may not feel comfortable discussing with a staff member, a staff member will ring the parent's number and pass phone to child and give privacy for the personal call.

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## PART B2 – ACTION LIST

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Hazard	Control Required	Assigned To	Action By	Complete & Date Completed

Safety Statement drawn up by: Rachel Cawley

Date: 09<sup>th</sup> September 2024

Signature: \_\_\_\_\_