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| **Eàrr-ràdh 10** |  | **Appendix 10** |
| **A Poileasaidh air Slàinte agus Sàbhailteachd** |  | **Guidance on Health and Safety Statement** |
| **Ainm:**  **Ceann-latha:**  **Ainm-sgrìobhte:**  **Ath-sgrùdadh 1:**  **Ainm-sgrìobhte:**  **Ceann-latha:**  **Ath-sgrùdadh 2:**  **Ainm-sgrìobhte:**  **Ceann-latha:**  **CARSON A BU CHÒIR AITHRIS POILEASAIDH SLÀINTE IS SÀBHAILTEACHD A BHITH AGAINN?**  Tha a h-uile solaraiche cùram-cloinne (bithear a’ cur ‘solaraichean’ orra sa bhiIeig seo) fo bhuaidh Achd Slàinte is Sàbhailteachd san Àite-obrach 1974 agus reachdas co-cheangailte. Feumaidh iad poileasaidh airson slàinte is sàbhailteachd a sgrìobhadh agus a shealltainn do neach-sgrùdaidh no Oifigear Luchd-sgrùdaidh a’ Chùraim ma thèid iarraidh orra. Seallaidh poileasaidh sàbhailteachd soilleir gum bi sibh mothachail air sàbhailteachd agus leas a h-uile duine anns an t-suidheachadh agaibh. Le bhith ga sgrìobhadh, tha e gur cuideachadh gus smaoineachadh tro na h-ullachaidhean uile a rinn sibh.  An cois na bileig seo tha dreachd aithris poileasaidh sàbhailteachd agus cuideachd stiùireadh, dòighean-obrach agus teamplaidean a bharrachd. Tha e ag amas air ùine a shàbhaladh duibh agus gus ur cuideachadh gus aithris agus dòighean-obrach co-cheangailte a tha a’ gabhail a-steach a h-uile cuspair cudromach a thaobh slàinte is sàbhailteachd a sgrìobhadh. Chan e liosta coileanta a th’ ann agus bu choir dhuibh dòighean-obrach a bharrachd a chur ann mar a bhios iomchaidh dhan t-seirbhis agaibh.  Tha an lagh ag ràdh gum feum aithris sgrìobhte den phoileasaidh choitcheann agaibh a bhith agaibh a mhìnicheas na “structairean agus ullachaidhean” agaibh gus am poileasaidh a chur an gnìomh agus gum feum sibh an aithris fhèin agus ath-sgrùdadh sam bith a thoirt gu aire a h-uile duine buntainneach anns an t-suidheachadh a’ gabhail a-steach pàrantan/luchd-cùraim agus clann far a bheil e iomchaidh.  Bu choir don bhileig seo ur cuideachadh gus sin a dhèanamh. An toiseach, leughaibh na nòtaichean agus an uair sin lìonaibh na beàrnan agus cumaibh a’ bhileag shlàn mar an aithris poileasaidh agaibh fhèin. |  | **Name:**  **Date:**  **Signature:**  **Review 1:**  **Siganture:**  **Date:**  **Review 2:**  **Signature:**  **Date:**  **WHY HAVE A HEALTH AND SAFETY POLICY STATEMENT?**  All childcare providers (these will all be referred to as providers in this booklet) are subject to the Health & Safety at Work Act 1974 and associated legislation. They are required to write down a policy for health and safety and to show it to an inspector or Care Inspectorate Officer if requested. An explicit safety policy demonstrates that you care for the safety and welfare of all the people in your setting. Writing it down helps you think through the arrangements you have made.  This booklet contains an outline safety policy statement and is accompanied by additional guidance, procedures and templates. It aims to save you time and help you to write a statement and accompanying procedures that cover all important matters relating to health and safety. The list is not exhaustive and you should add additional procedures as appropriate to your service.  The law states that you must have a written statement of your general policy describing your “organisation and arrangements” for carrying out the policy and that you must bring it and any revision of the policy to the attention of all relevant people in the setting including parents/carers and children where appropriate.  This booklet should help you do that. First read the notes, then fill in the blank spaces and keep the completed booklet as your own statement. |
| **MUN AITHRIS POILEASAIDH SEO**  Tha am poileasaidh ann an trì earrannan:   * Tha Earrann A na h-aithris choitcheann stèidhichte air na dleastanasan agaibh fon Achd Slàinte is Sàbhailteachd san Àite-obrach agus a’ dearbhachadh cò tha an urra ri gach pàirt de shlàinte is sàbhailteachd. * Cuimhnichibh gu bheil dleastanasan aig a h-uile inbheach fon lagh a bhith a’ coimhead às an dèidh fhèin agus às dèidh dhaoine eile. * Tha Earrannan B is C a’ cur nan ullachaidhean agaibh an cèill gu mionaideach. Tha Earrann B a’ dèiligeadh ri ullachaidhean coitcheann a tha a’ buntainn ris a h-uile, no cha mhòr a h-uile, togalach. Tha Earrann C a’ dèiligeadh ri cunnartan a dh’fhaodadh buntainn ribh. * Cumaibh an aithris shlàn agus poileasaidhean a bharrachd agus modhan-obrach ceangailte ri seo ann an àite far a bheil e furasta ri lorg.   **TÙSAN FIOSRACHAIDH AGUS COMHAIRLE**  Faicibh an geàrr-iomradh air reachdas (air an ath dhuilleig). Bithear a’ faighinn comhairle agus stiùireadh a bharrachd bhon oifigear slàinte is sàbhailteachd ionadail agaibh taobh a-staigh an ùghdarrais ionadail. ’S urrainn dhuibh cuideachd fios a chur do Infoline an Roinn-ghnìomha Slàinte is Sàbhailteachd (HSE): 0845 345 0055 no làrach-lìn [www.hse.gov.uk.](http://www.hse.gov.uk/)  Gheibhear comhairle a thaobh ro-chùraman theine bhon t-seirbheis smàlaidh ionadail agaibh no [aig www.infoscotland.com/firelaw.](http://www.infoscotland.com/firelaw)  Seallaibh cuideachd air *Infection Prevention and Control* aig NHS na Gàidhealtachd (2011). |  | **ABOUT THIS POLICY STATEMENT**  The policy is in three sections:   * Section A makes a general declaration based on your obligations under the Health & Safety at Work Act then states who is responsible and for what area of health & safety. * Remember that all adults have responsibilities under the law to take care of themselves and others. * Sections B & C outline your arrangements in greater detail. Section B deals with general arrangements that apply to all or most premises. Section C deals with particular hazards that may or may not apply to you. * Keep the whole statement and additional policies and procedures which link to this is a place where it is easy to find.   **SOURCES OF INFORMATION AND ADVICE**  See summary of legislation (over). Further advice and guidance can be obtained from your local health and safety officer within the local authority. You can also contact the Health & Safety Executive (HSE) Infoline **0845 345 0055** or website [**www.hse.gov.uk**](http://www.hse.gov.uk)**.**  Advice in connection with general fire precautions should be obtained from your local fire service or at [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)  Refer also to NHS Highland Infection Prevention & Control in Childcare Settings (2011). |

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| **REACHDAS CUDROMACH**  **1. Achd na Cloinne1989**  Tha Achd na Cloinne ag amas air deagh-chleachdadh a bhrosnachadh an àite droch-chleachdadh a leantainn san lagh. Tha an dleastanas aig Luchd-sgrùdaidh a’ Chùraim agus Comhairle Seirbheisean Sòisealta na h-Alba gus dèanamh cinnteach gun tèid an stiùireadh airson deagh-chleachdadh a leantainn. Rè a’ phròiseis clàraidh agus sgrùdaidh coimheadaidh iad air an dà chuid luchd-obrach agus an àite-obrach agus bheir iad comhairle iomchaidh seachad.  Mar eisimpleir tha an Achd a’ dèiligeadh ri cuspairean leithid:  Slàinte/Slàinteachas:   * Taighean-beaga * Uisge sruthach teth agus fuar * Goireas-tiormachaidh làmhan * Dòigh-ithe cothromach * Goireasan èididh   Slàinteachas Bìdh   * Cupannan sgaldaichte (sterile) * Fionnarachadh bìdh/ bainne * Dòighean-obrach sa chidsean   Àireamhan nam Pàistean airson gach Inbheach   * Gus dèanamh cinnteach gu bheil gu leòr ann * Trèanadh   **2. Riaghailtean a thaobh stiùireadh Slàinte is Sàbhailteachd san Àite-obrach 2009**  Feumaidh solaraichean:   * Siostaman-obrach sàbhailte agus modhan-obrach èiginn a stèidheachadh * Trèanadh freagarrach air cùisean slàinte is sàbhailteachd a thoirt seachad * Measadh siostamataigeach a dhèanamh air cunnartan san àite-obrach   **3. Riaghailtean Slàinte is Sàbhailteachd (Ciad-chobhair) 1981**  Tha seo a’ dèiligreadh ri riatanasan a thaobh ciad-chobhair. Bu chòir do sholaraichean clàraidhean a chumail, a’ gabhail a-steach clàraidhean làithreachd. Mar eisimpleir   * Bu chòir teisteanas ciad-chobhair bunaiteach a bhith agaibh * Clàraidhean Tubaist agus Tachartais. Ainm a h-uile duine a tha an làthair * Seòladh agus àireamh fòn a h-uile duine a tha an làthair * Fiosrachadh-èiginn * Aonta pàrantail airson làimhseachadh èiginn, turasan m.s.a.a * Fiosrachadh a thaobh aileirgidhean agus fiosrachadh slàinte buntainneach eile * Feumalachdan sònraichte a thaobh bìdh   **4. Achd Teine (Alba) 2005**  Tha e riatanach gun dèan luchd-cleachdaidh an àite measadh air riosgan teine. Bu chòir do dhrilichean-teine a bhith air an dèanamh gus dèanamh cinnteach gu bheil clann eòlach air agus a’ tuigsinn a’ phlana-èiginn teine.  Bu chòir do dhrile-teine a bhith ann gach mìos agus a rèir an ìre de riosg.  **5. Riaghailtean an Àite-obrach (Slàinte, Sàbhailteachd agus Sunnd1992**  Tha seo a’ dèiligeadh ri farsaingeachd de chùisean slàinte, sàbhailteachd agus sunnd bunaiteach mar eisimpleir gaothrachadh (ventilation), teas, solais, stèiseanan obrach, àiteachan-suidhe, taighean-beaga agus goireasan ionnlaid agus cuideachd poileasaidh neo-smocaidh na buidhne. Bu chòir aithris air a’ phoileasaidh neo-smocaidh a bhith ann am poileasaidh Slàinte is Sàbhailteachd an t-solaraiche  **6. Riaghailtean Obrachadh Làimhseachadh le Làimh 1992**  Tha seo a’ dèiligeadh ri gluasad nithean le làimh no leis a’ bhodhaig. Dealbhaich an obair gus an togail a tha dhìth a lùghdachadh dhan ìre as lugha ’s a ghabhas. Smaoinichibh air dè dh’fheumas a bhith air a thogail, bho càite gu càite agus air slàinte agus fallaineachd an neach-obrach. Dèanaibh cinnteach gu bheil taic ann nuair a tha feum air seo.  **7. Riaghailtean airson a bhith ag Aithris air Leòntan, Galaran agus Tachartasan Cunnartach 2002 (RIDDOR)**   * Feumaidh luchd-fastaidh aithris air cuid de leòntan, galaran agus tachartasan cunnartach san àite-obrach. Tha seo a’ gabhail a-steach: Bàs no droch leòn (cuid de bhrisean, call mothachadh agus leòntan far am feumar a dhol dhan ospadal msaa) a’ tachairt do neach-obrach no ball dhen phoball. Tha e riatanach ma thachras seo gun tèid fios don ùghdarras buileachaidh\* mar as àbhaist air a’ fòn * Leòn a mhaireas nas fhaide na trì làithean – ’s e tubaist ceangailte ri obair nach eil mòr a tha seo, ach a tha a’ ciallachadh nach urrainn don neach-obrach obair airson barrachd air trì làithean * Anns an dà shuidheachadh seo, feumaidh foirm tubaist F2508 (a tha ri fhaighinn air làrach-lìn HSE no RIDDOR) a dhol don Roinn-ghnìomha Slàinte is Sàbhailteachd no ùghdarras buileachaidh taobh a-staigh 10 làithean. * Seirbheisean Còmhdhail an Ùghdarras Ionadail, Seirbhisean Àrainneachdail agus Coimhearsnachd Comhairle na Gàidhealtachd * Roinn Slàinte na h-Àrainneachd, Comhairle Mhoireibh * Roinn Slàinte na h-Àrainneachd, Comhairle Earra-Ghàidheal agus Bhòid   **8. Riaghailtean Smachd air Stuthan Cunnartach do Shlàinte 2002 (COSHH)**  Feumaidh luchd-fastaidh measadh a dhèanamh air na riosgan bho stuthan cunnartach agus a bhith a’ gabhail ro-chùram iomchaidh. An toiseach, smaoinichibh mu bhith a’ toirt air falbh a’ chunnairt agus rud nas sàbhailte a chleachdadh na àite agus cruthaichibh modhan-obrach smachd a tha soilleir dhan a h-uile duine a tha an sàs ann. Mar eisimpleir:   * Faodaidh stuthan glanaidh an taigh-bhig no a’ chidsin a bhith cunnartach anns na làmhan ceàrr. Bu chòir dhuibh sùil a thoirt air modhan cleachdaidh, stòraidh agus comharrachadh   **9. Riaghailtean Dealain san Àite-obrach 1989**  Feumaidh siostaman dealain a bhith sàbhailte an cleachdadh agus air an cumail ann an staid shàbhailte. Feumaidh a h-uile pìos uidheim so-ghiùlan a bhith air liosta gus am bi e air a sgrùdadh gu cunbhalach agus gus an tèid a staid a chlàradh. Feumaidh a h-uile pìos uidheim a tha briste, no a dh’fhaodadh a bhith briste, a bhith air a thoirt a-mach à cleachdadh agus air a chur ann an àite tèarainte gus an tèid sùil a thoirt air le duine comasach.  **10. Riaghailtean Toirt Seachad agus Cleachdadh Uidheam Obrach 1998 (PUWER)**  Feumaidh uidheam sàbhailte a thèid a thoirt seachad airson cleachdadh san àite-obrach a bhith sàbhailte. Mar eisimpleir, cùm cunntas de dhèideagan agus uidheam ag innse cinn-latha an sgrùdaidh agus nuair a chaidh an glanadh.  **11. Riaghailtean Fiachanas an Neach-fastaidh (Àrachais Riatanach) 1969**  Feumaidh luchd-fastaidh àrachas fhaighinn an aghaidh thubaistean agus droch-shlàinte an luchd-obrach aca. |  | **IMPORTANT LEGISLATION**  **1. The Children Act 1989**  The Children Act seeks to promote good practice rather than prosecute bad practice. The responsibility for ensuring the guidelines for good practice are adhered to lies with the Care Inspectorate and the Scottish Social Services Council. During the registration and inspection process they will look at both workers and premises and advise appropriately.  For example the Act addresses points such as:  Health/Hygiene:   * Toilet facilities * Hot and cold running water * Hand drying facilities * Balanced diet * Changing facilities   Food Hygiene   * Sterilised cups * Refrigeration of food/ milk * Kitchen practice   Adult: Child ratios   * To ensure adequate provision * Training   **2. Management of Health & Safety at Work Regulations 2009**  Requires providers:   * To set up safe systems of work and emergency procedures * To provide adequate instruction on healthy and safety matters * To undertake a systematic assessment of risks in the workplace   **3. Health & Safety (First Aid) Regulations 1981**  Covers requirements for first aid. Providers should keep suitable records and registers. For example   * You should have a basic first aid qualification * Accident and Incident records. Names of all attending * Addresses and telephone numbers of all attending * Emergency contact details * Parental consent for emergency treatment, outings etc * Details of allergies and other relevant health details * Special dietary needs   **4. Fire (Scotland) Act 2005**  This requires premises users to carry out a fire risk assessment.  Fire drills should be carried out to check that children understand and are familiar with the emergency fire action plan.  Frequency of drill should be monthly and reflect the level of risk.  **5. Workplace (Health, Safety and Welfare) Regulations 1992**  Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating, toilets and washing facilities including the observance of the no smoking policy for which there should be a statement in the provider’s Health & Safety policy  **6. Manual Handling Operations Regulations 1992**  Covers the moving of objects by hand or bodily force. Plan the work to minimise the amount of lifting necessary. Consider what is to be lifted, from where to where and the individual’s health and fitness. Make sure assistance is available when needed.  **7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2002 (RIDDOR)**  Require employers to notify and report certain occupational injuries, diseases and dangerous occurrences. These include:   * Death or major injury (certain fractures, loss of consciousness and injuries requiring hospital treatment etc) to an employee or a member of the public. These require immediate notification to the enforcing authority\* normally by telephone * Over three day injury – this is an accident connected with work, which is not major, but results in the employee being unable to work for more than three days * In both the above cases an accident form F 2508 (available on the HSE or RIDDOR website) must be sent to the Health & Safety Executive or enforcing authority within 10 days. * Local Authority Transport, Environmental and Community Services of the Highland Council * Environmental Health Section of the Moray Council * Environmental Health Section of Argyll & Bute Council   **8. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**  Require employers to assess the risks from hazardous substances and take appropriate precautions. First consider eliminating the hazard, followed by substitution with something less hazardous and have proper control procedures, which should be clearly explained to those involved. For example:   * Toilet and kitchen cleaning materials can all be considered potentially dangerous in the wrong hands. Controls of use, storage and marking should be addressed   **9. Electricity at Work Regulations 1989**  Require electrical systems to be safe to use and maintained in a safe condition. All portable apparatus should be listed so it can be regularly inspected and its condition recorded. All suspect or faulty apparatus should be taken out of use and put in a secure place until attended to by a competent person.  **10. Provision and Use of Work Equipment Regulations 1998 (PUWER)**  Require that equipment provided for use at work is safe. For example, maintain an inventory of toys and equipment stating inspection dates and when cleaned.  **11. Employer’s Liability (Compulsory Insurance) Regulations 1969**  Require employers to take out insurance against accidents and ill health to their employees. |

**ROINN A: AITHRIS CHOITCHEANN AIR A’ PHOILEASAIDH**

Is e poileasaidh an t-suidheachaidh agam a bhith ag amas air suidheachadh-obrach, uidheam agus siostaman a chruthachadh agus a chumail a bhios sàbhailte agus fallain agus a bhith a’ toirt seachad fiosrachadh, stiùireadh agus trèanadh sam bith a tha a dhìth.

Tha fios agam cuideachd gu bheil dleastanas agam airson slàinte is sàbhailteachd nan daoine eile a dh’fhaodadh a bhith fo bhuaidh nan gnìomhan agam.

Tha am poileasaidh ri fhaighinn ann an ……………………………………..agus tha e ri làimh airson sgrùdadh.

Thèid lèirmheas a dhèanamh air gach bliadhna airson atharrachadh deatamach sam bith agus air shoighneadh leis an t-solaraiche

Notaichean

(2a)Feumaidh an solaraiche goireasan ciad-chobhair a chumail agus feumaidh iad smachd a ghabhail nuair a tha cuideigin an an leòn no tinn.

Feumar aithris air cuid de leòntan agus tachartasan sa bhad – m.e. RIDDOR

**EARRANN B: ULLACHAIDHEAN COITCHEAN**

**TUBAISTEAN**Airson ciad-chobhair, ’s e seo a’ chiad neach-aithne/neach ainmichte anns an t-solarachadh (2a)

…………………………………………………………………………………………………

Faodar taic a bharrachd fhaighinn bho na daoine a leanas a tha air an trèanadh/aig a bheil teisteanas ann an ciad-cobhair, m.e. neach-altraim/dotair/aireach-cloinne eile a chumas sùil air clann eile ma tha aon phàiste ann an èiginn

Ainm Àite/Àireamh fòn

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Tha am bogsa ciad-chobhair an seo

…………………………………………………………………………………………………

**NB** Bheir mi sùil air na tha anns a’ bhogsa gach mìos

Tha dleastanas agam a bhith ag aithris air tubaistean do phàrantan/ luchd-cùraim/ Luchd-sgrùdaidh a’ Chùraim/ HSE mar a tha iomchaidh

(7) Faodaidh sibh comhairle fhaighinn bhon sgrùdaire slàinte is sàbhailteachd ionadail uair sam bith

(8) Bu chòir do dh’airichean-cloinne an trèanadh uile fhaighinn a tha a dhìth gus dèanamh cinnteach gun dèan iad an obair aca gu sàbhailte

(9) Chan eil clàr measaidh chunnartan bhliadhnail an cois seo, oir bu chòir trèanadh bunaiteach a bhith air fhaighinn mus tèid an obair seo a dhèanamh. (Cuir fios do dh’oifis Inbhir Nis air 01463 703033 airson fiosrachadh a bharrachd)

**ÀITE-TIONAIL MA THÈID AN TOGALACH FHALAMHACHADH**Ma tha againn ris an togalach fhalamhachadh, fàgaidh sinn agus thèid sinn gu:

…………………………………………………………………………………………………

Àite eile a chleachdas sinn ma tha againn ris an togalach fhalamhachadh uile gu lèir

Àite

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Àireamh fòn

…………………………………………………………………………………………………

**TÙS COMHAIRLE (7)**Sgioba Slàinte is Sàbhailteachd an Ughdarrais Ionadail …………………………………………………………………………………………………

…………………………………………………………………………………………………

Ionad-/Oifigear-slàinte/ Lèigh-lann Dotair Teaghlaich …………………………………………………………………………………………………

…………………………………………………………………………………………………

Bithear a’ faighinn comhairle air trèanadh freagarrach bho (8)

Oifis CALA 01463 703033

**MEASADH CHUNNARTAN (9)**  
Lìonaidh mi clàr bhliadhnail air measadh chunnartan a bharrachd air measaidhean chunnartan co-ceangailte ri gnìomhan sònraichte.

**SAOR-THOILICH/ LUCHD-TADHAIL**  
Tha gnìomhan a h-uile saor-thoileach agus neach-tadhail aig a bheil buaidh air sàbhailteachd an urra riumsa. Feumaidh fios a bhith aca dè na cunnartan a th’ ann agus na ro-chùraman a bu chòir dhaibh a ghabhail. Feumaidh mi dèanamh cinnteach gu bheil fios aca air na modhan-obrach slàinte is sàbhailteachd agam.

**SECTION A: GENERAL STATEMENT OF POLICY**

The policy of my setting is to provide and maintain safe and healthy working conditions, equipment and systems, and to provide any information, instruction and training needed.

I also accept my responsibility for the health and safety of other people who may be affected by my activities.

The policy is located ………………………………………………………………………. and is available for inspection.

It is reviewed annually for any changes felt necessary and signed by the provider.

**SECTION B: GENERAL ARRANGEMENTS**

**ACCIDENTS**For first aid, the first point of contact/appointed person in the provision is (2a)

…………………………………………………………………………………………………

Further assistance can be requested from the following trained/qualified first aiders e.g. nurse/doctor/ another childminder who will care for other children if there is an emergency involving one child

Name Location/Telephone no

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

The First Aid box is located

…………………………………………………………………………………………………

**NB** I will check the contents of the box each month

I am responsible for reporting accidents to parents/ carers/ Care Inspectorate/ HSE as appropriate

Notes

(2a) The provider must maintain first aid facilities and takes charge when somebody is injured   
or ill.

Some injuries and dangerous occurrences require immediate notification – e.g. RIDDOR

**EVACUATION ASSEMBLY POINT**In case of an evacuation we will exit and go to:

…………………………………………………………………………………………………

Alternative premises to be used in case of complete evacuation

Location

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Telephone no

…………………………………………………………………………………………………

**SOURCE OF ADVICE (7)**Local Authority Health & Safety Team

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Health Centre/Visitor/ GP Surgery

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Advice on suitable training can be obtained from (8)

CALA Office 01463 703033

**RISK ASSESSMENT (9)**  
I will complete an annual record of risk assessment in addition to risk assessments relating to specific activities.

**VOLUNTEERS/ VISITORS**  
I am liable for the actions by all volunteers and visitors which impact on safety. They need to know what hazards there are and what precautions they should take. I will need to ensure that they are aware of my health and safety procedures.

(7) You can always contact your local health & safety inspector for advice

(8)Childminders should receive all the training necessary to ensure they do their job safely

(9) Annual risk assessment record not included, as underpinning training should be accessed prior to carrying out this work. (Please contact Inverness office on 01463 703033 for more details)

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| **Puingean air am bu choir beachdachadh mus lìon sibh Earrann C**  **A’ cur rudan air dòigh**   * Cuiribh glacan iomchaidh air dorsan agus uinneagan agus cuiribh rabhaidhean dorais ann. Dèanaibh cinnteach gu bheil taighean-beaga agus miasan glan/ gu bheil siaban agus searbhadairean ann. * Dèanaibh cinnteach gu bheil dorsan-teine clìor agus nach eil iad glaiste. * Dèanaibh cinnteach gu bheil uidheamachd air a stòradh gu sàbhailte * Dèanaibh cinnteach gu bheil rèididheataran agus pìoban teth air an geàrdadh gu math. Na cuiribh dad air mullach nan rèididheataran. * Dèanaibh cinnteach gu bheil a h-uile nuta, bolt is glac tèarainte agus nach gluais na bùird. * Cumaibh sùil a-mach airson oirean sgaoilte/cam agus airson sràcan anns na bratan-ùrlair. * Leanaibh stiùireadh air togail agus làimhseachadh agus air làimhseachadh le làimh - dithis airson togail ma tha seo a dhìth. * Sonraichibh stòras sàbhailte airson stuthan aig na h-inbhich oir dh’fhaodadh gum bi pileachan, lasadairean msaa. annta. * Thoiribh sùil air rudan gu làitheil nuair a chuireas sibh rudan air dòigh. Thoiribh air falbh uidheam briste sam bith agus càraichibh e, ma ghabhas seo dèanamh. * Thoiribh sùil air càballan gu làitheil, na cleachdaibh càball-leudachaidh ma ghabhas a sheachnadh. Thoiribh air falbh uidheam briste sam bith. * Dèanaibh cinnteach nach ruig iad air teudan nan sgàilean-uinneig.   **Nuair a nochdas no a dh’fhalbhas a’ chlann**   * Dèanaibh cinnteach gun tèid gach pàiste a tha an làthair a chomharrachadh ge b’ e dè an uair a nochdas iad m.e. ma tha iad fadalach. Gabhaibh a-steach a h-uile inbheach agus pàiste. Cumaibh an clàr anns an aon àite gach latha. * Glasaibh an doras a-mach no doras eile mar a bhios iomchaidh (na glasaibh doras-teine) agus/no dèanaibh cinnteach gu bheil an siostam-rabhaidh ag obair ma dh’fhosglas an doras. Dèanaibh cinnteach gu bheil dorsan-teine clìor. Glasaibh an doras no cleachdaibh geata airson a’ chidsin/preasan mòra ma tha seo iomchaidh. * Dèanaibh cinnteach gu bheil foirmichean aonta air an lìonadh ma choisicheas clann gu/ bhon sgoil leotha fhèin. Bu choir do dh’fhoirm aonta a bhith air a lìonadh ma tha cead aig clann cluich taobh a-muigh leotha fhèin. Dèanaibh cinnteach gu bheil liosta cheart agaibh de na daoine aig a bheil cead clann a thogail.   **Cluich**   * Glanaibh/ atharraichibh/ ùraichibh gainmheach/ crè/ taois nuair a tha seo a dhìth. * Dèanaibh cinnteach gu bheil peant, glaodh agus pinn neo-thogsaigeach agus cleachdaibh pinn le mullaichean le tuill annta. * Na cleachdaibh polystyrene airson cluich-sgudail, bithibh air ur faicill ro aileirgidh agus analachadh min-sàibh. Cleachdaibh sgudal glan gun oirean geura. * Na cleachdaibh cleòcan aig a bheil còrd-amhaich (cleachdaibh Velcro) agus dèanaibh cinnteach nach eil buinn air brògan ro àrd. Nighibh aodaich cluich gu tric agus càraichibh iad nuair a tha seo deatamach. * Nighibh dèideagan gu tric agus cumaibh pàirtean beaga air falbh bho chloinn fo aois trì mar a tha iomchaidh. * Dèanaibh cinnteach gu bheil uachdar sàbhailte ann far a bheil clann a’ cleachdadh uidheam cluich mòr m.e. sleamhaineagan agus dreallagan. * Dèanaibh cinnteach gu bheil aireachas inbhich iomchaidh ann airson gnìomhan m.e. ’s dòcha gum bi feum air cuideachadh a bharrachd airson còcaireachd, obair-fhiodha, uidheam sreap, cluich taobh a-muigh agus tursan.   **Amannan Bìdh** (faicibh cuideachd NHS Bacadh is Smachd air Galaran ann an Suidheachaidhean Cùram-chloinne)   * Dèanaibh cinnteach gun nigh clann agus inbhich an làmhan mus bi iad ag ithe no ag ullachadh bìdh. Cleachdaibh uisge teth (nas lugha na 60o) agus siaban lionnach le uisge ùr airson gach pàiste. * Uisge teth le siaban (stuth-nighe) no stealladh dì-ghalarain (stuth-gealachaidh tlàth). Nuair a thèid clobhdaichean a chleachdadh bu chòir dhaibh a bhith air an glanadh agus air an atharrachadh gu tric. * Dèanaibh cinnteach gun tèid a h-uile cupa agus truinnsear a nighe, a sgoladh agus a thiormachadh le làimh no ann an nigheadair-shoithichean. * Dèanaibh cinnteach gu bheil biadh air a stòradh aig teothachd iomchaidh agus bithibh mothachail air aileirgidhean. * Cleachdaibh bùird-geàrraidh le diofar dhathan airson biadh diofraichte agus nighibh iad às dèidh gach cleachdadh le uisge teth le siaban no le eadar-sgaoileadh dì-ghalarain. * Feumaidh **clobhdaichean tiormachaidh** a bhith air an nighe gach latha aig 60o. * Dèanaibh cinnteach gun tèid aire a thoirt air deochan no biadh teth gus nach tèid an dòrtadh/ nach tèid daoine a sgaldadh.   **Cluich a-muigh**   * Cumaibh **feansaichean agus geataichean** tèarainte agus ann an deagh staid fad na h-ùine. * Cumaibh **mullach air tuill-ghainmhich** nuair nach eilear gan cleachdadh (gus cait, msaa, a chumail a-mach). * **Uidheam sreap:** Cleachdaibh iad le aireachas iomchaidh agus uachdar sàbhailteachd iomchaidh fodha m.e. sgrath/ feur. * Dèanaibh cinnteach gu bheil fios aig clann nach fhaod iad dearcan, deanntagan agus fungasan, msaa. a lorgas iad a bhuain. * Na toiribh air falbh uidheam trom nuair a tha clann fhathast mun cuairt. * Thoiribh air falbh sgudal sam bith bhon làraich gach latha gus riosg teine no galair a sheachnadh. * Cuiribh rudan a dh’fhaodadh a bhith glè chunnartach ann an dà bhaga. * Dèanaibh cinnteach gu bheil uidheam dealain air a chur dheth no am pluga air thoirt a-mach mur eilear ga chleachdadh. Na cleachdaibh leudachan ma ghabhas an seachnadh agus dèanaibh cinnteach gun tèid sùil a thoirt air uidheam làimh airson sàbhailteachd nuair a bhios seo iomchaidh. |  | **Points to consider before completing Section C**  **Setting Up**   * Fit appropriate door and window catches and door alarms. Check toilets and basins are clean/ soap and towels provided. * Check fire doors are kept clear and not locked. * Ensure safe storage of equipment * Ensure hot radiators and pipes are well guarded. Do not cover any radiators. * Check all nuts, bolts and catches are secure and tables do not wobble. * Check for frayed/curled edges, tears etc. in floor coverings. * Observe lifting and handling and manual handling guidance – two people to lift if necessary. * Allocate safe storage for adult belongings as they may contain pills, lighters, etc. * Do a daily visual check when setting out. Remove any broken equipment and repair if possible. * Check flexes daily, avoid use of extension leads where possible. As above remove broken or damaged equipment. * Ensure that cords of blinds are kept well out of reach.   **When children arrive or depart**   * Ensure all children are marked present regardless of arrival time e.g. if late. Include all adults and children. Keep the register in the same place each day. * Lock outside door or as appropriate (not fire exit) and/or ensure alarm system working if door opens. Ensure fire exits are kept clear. Lock door or use stair gate for kitchen/walk in cupboards if appropriate. * Ensure consent forms are completed if children walk to/ from school themselves. A consent form should also be completed if children are permitted to play outside unsupervised. Ensure you have an up to date list of those able to collect children.   **Play**   * Clean/ change/ replace sand/ clay/dough as required. * Check paint, glue and pens these are non-toxic and use pens with ventilated tops. * No polystyrene for junk play, beware of sawdust allergy and inhalation. Use clean junk with no sharp edges. * Do not use cloaks with neckcords (use Velcro) and check heels for safe height. Wash dressing up clothes regularly and mend as necessary. * Wash toys on a regular basis and keep small parts away from under threes as appropriate. * Ensure safe surfaces where children are using large play equipment e.g. slides and swings. * Ensure appropriate adult supervision for activities e.g. cookery, woodwork, climbing equipment, outdoor play and outings may require extra help.   **Snack/Meal Times** (see also NHS Infection Prevention and Control in Childcare Settings)   * Always ensure children and adults wash hands before eating or preparing snack. Use hot (less than 60 o) water and liquid soap with fresh water for each child. * Hot soapy water (detergent) or disinfectant (mild bleach) spray. Cloths where used should be clean and renewed regularly. * Ensure all cups and plates are washed, rinsed and dried thoroughly whether by hand or in a dishwasher. * Ensure foods are stored at appropriate temperatures and be aware of allergies. * Use colour coded chopping boards for different foodstuffs and wash after every use with hot soapy water or disinfectant solution. * **Drying cloths must be** washed daily at 60o. * Ensure care is taken to avoid possible scalding/spillage with hot drinks or foods.   **Outdoor play**   * Keep **fences and gates** secure and well maintained at all times. * **Sandpits should be** kept covered when not in use (to keep cats, etc. out). * **Climbing equipment:** Use with appropriate supervision and appropriate safety surface underneath e.g. bark/ grass * Ensure children are aware not to pick berries, nettles and fungi, etc. that they find. * Do not clear away heavy equipment whilst children are present. * Remove all litter/rubbish from premises daily to prevent fire or infection risk. * Double bag potential high risk items. * Ensure electrical equipment is switched off/ unplugged if not in use. Avoid use of extension leads where possible and ensure any portable equipment is checked for safety as required. |

**EARRANN C  
CUNNARTAN**

Bu chòir do shìoladh fala, dìobhairt no sùigh-cuirp a bhith air a ghlanadh cho luath ’s a ghabhas. Bu chòir 1 pàirt stuth-gealachaidh ann an 10 pàirtean uisge fuar NO uisge teth le siaban a bhith air a dhòrtadh air an sìoladh agus tubhailtean-pàipeir air an cur air a’ mhullach. Nighibh an t-àite le tubhailtean-pàipeir agus le miotagan agus aparan aon turas mar a tha iomchaidh.Àite eile a chleachdas sinn ma tha againn ris an togalach fhalamhachadh uile gu lèir

**A’ faighinn cuidhteas de sgudal**(12)

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**Bu chòir uidheam agus stuthan glanaidh a bhith air an cumail air falbh bho chloinn.**

(11) Bu chòir sanas ag innse chleachdaidhean slàinteachais a’ chidsin a bhith ri fhaighinn. Thoiribh siùil air stiùireadh galaranan NHS.

(12) Bu chòir do thubhailtean-pàipeir agus miotagan aon turais a dhol ann an dà bhaga mus tèid iad a-mach airson cruinneachadh.

Faodaidh stuthan cunnartach cron a dhèanamh ma thèid an cleachdadh anns an dòigh cheàrr m.e. stuth-gealachaidh, siaban nighe, stuth dì-ghalarain, glaodh agus lionntan-sgaoilidh msaa. Thoiribh an aire air na rudan seo ann an àite co-roinnte, gu h-àraidh far am faod daoine eile na stuthan seo a stòradh.

**SECTION C  
HAZARDS**

Spillages of blood vomit or bodily fluids should be cleaned up as soon as possible. Ordinary domestic bleach diluted 1 part in 10 parts with cold water OR hot soapy water should be poured over the spill which should be covered with paper towels. Wipe up with disposable paper towels wearing disposable gloves and apron as appropriate.

**Waste disposal**(12)

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**Equipment and cleaning materials will be stored out of reach of children.**

(11) Bu chòir sanas ag innse chleachdaidhean slàinteachais a’ chidsin a bhith ri fhaighinn. Thoiribh siùil air stiùireadh galaranan NHS.

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