

Health and safety in the work setting



MU 2. 4 MU 2. 4: TASK 1 1. 1 Outline the health and safety policies and procedures of the work setting. If an accident occurs write down in accident book. No matter how small the injury is. With a double signature from staff and end of the day by parents Medical Records. Only prescription drugs to be recorded. Making sure the gate is always shut on the entrance to the kitchen area so the children can't go in and get hurt or burnt. All cleaning products are locked away in the kitchen area and children are not allowed in there. Fire exits always clear and known to staff and back exit gate key on hook if needed.

Making sure children wash their hands after the toilet and before eating. Continual risk assessment of new and on-going tasks and areas of the children's surroundings. i. e. If I see an overhanging bramble/branch in the garden, I would need to cut it off and mention it to the manager before children can play. If there were objects that could cause unnecessary accidents they would need picking up. If there was lots of mess on the floor like paper that would need to be cleaned up to avoid slips. This would be the same if there was water spilt and the manager would need to be informed.

Making sure all the rooms are ventilated so the children don't get over heated and not too cold either. Staff to child ratio on walks would be one adult to two children with the nursery that can increase to one adult to eight children. All people working even the volunteers have to be CRB checked. The following are some of the legislations on which these policies and procedures are based Health and safety at work act 1974 The purpose of this act is to promote and encourage high standards at work place. It protects all

the employers, employees, workers and the other member of the public who may be affected by the work activities.

Kite marking CE, product safety marking When you see a product with a Kite mark this means BSI has independently tested it and has confirmed that the product conforms to the relevant British Standard, and has issued a BSI license to the company to use the Kite mark. The manufacturer pays for this service and their product is tested, and the manufacturing process is assessed, at regular intervals. The Kite mark is the symbol that gives consumers the assurance that the product they have bought really does conform to the appropriate British Standard and should therefore be safe and reliable.

The Motor vehicles (wearing of seat belts) regulations 2006 The original proposed law require all passengers aged 3 years and over to wear a seat belt in buses and coaches, if fitted. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Employers, the self-employed and those in control of premises are required by law to report specified workplace incidents, such as work-related deaths, major injuries, 7-day injuries (those causing more than seven day's inability to carry out normal duties), work related diseases, and dangerous occurrences (near miss accidents).

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passed into law on 11 July 2006, is pioneering legislation – the first ever exclusively concerned with Early Years and childcare. Measures in the act formalize the important strategic role local authorities play, through a set of duties.

These duties require authorities to work with their NHS and Job Centre Plus partners to improve the outcomes of all children up to five years of age and reduce inequalities between them, secure sufficient childcare for working parents, provide a parental information service, Provide information, advice and training for childcare providers. Foodhygiene legislation 2006 Anyone who owns manages or works in a food business, apart from those working in primary food production such as harvesting, slaughtering or milking, is affected by these Regulations.

They apply to anything from a cafe to a five star restaurant, from a village hall where food is prepared to a large supermarket, or to a vending machine. Manual handling operations regulations 1992 The Regulations establish the following clear hierarchy of control measures: 1. Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process. 2.

Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided. 3. Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment. 1. 2 Identify the lines of responsibility and reporting

for health and safety in the work setting. All staff is responsible for the health and safety in a setting.

The lines of responsibility are divided among different staff members but the manager and the deputy manager have the most responsibility and after that the room leaders or the supervisors have the responsibility for health and safety. A rota is set to carry out certain health and safety checks, a risk assessment is made every morning at the start of the day before the nursery starts, by carrying out risk assessments you can reduce the risk of injury or harm, and anything that is broken or damaged or not working fine has to be removed and noted down. Whoever plans an activity is responsible for the risks or hazards involved in that activity.

Any incident or accident has to be properly logged in a record book and has to be notified to the respective person either manager, deputy manager or the parents of that particular child. In my placement of work I am asked to report any problem or risk to my supervisor who is responsible for my assessment. For serious health and safety issues like if an abuse or serious neglect is suspected towards a child then the head can report to health and safety executives, Ofsted, child protection agency and NSPCC. 1.3 explains what risk assessment is and how this is managed in the work setting.

Daily safety checks are made to manage risk assessment like checking of all the fire exits that they are clear at all times, fire drill procedures are displayed, dangerous objects are cleared away, health and safety hazards like broken furniture, any slippery carpet, slippery surface due to liquid or sand is cleaned, check for damaged or broken toys, hygiene and cleanliness of the room, all toxic materials are locked away, electrical sockets

undamaged and secured, furniture and other fixed equipment is in working order, accident/incident book on site, signing-in book out, first aid box at place and complete, no sharp edges on either toys or furniture, cleanliness of toilets, animal faeces outside the play area, entrance is secure. TASK 2 2. 1 Explain why a safe but challenging environment is important for children and young people. It is the responsibility of the work setting to provide safe environment to the children but at the same time there are always risks involved. The children will be over protected if they are not involved in any challenging activities.

Children are always curious and they want to take risks like climbing ropes or riding bicycles or jumping from higher surfaces. These activities will bring in confidence in them, make them brave and strong, they will have a good feeling about themselves, and they have something adventurous to tell their parents. But at the same time it is the responsibility of the work place to have an up to date health and safety policy so as to ensure whatever activities children are involved in are in accordance with the legislations. 2. 2 Identify the difference between risk and hazard. A risk is a chance high or low that someone will be harmed by a hazard.

While a hazard is anything that can cause harm. Every day life activities include a lot of risks like slipping or tripping, falling down. A child care setting on a major high road can be serious risk; the hazards involved are fast moving traffic which can be controlled by having a strong fencing. Risk is a situation and hazard is a danger that is present in that risk. 2. 3 Identify potential hazards to the health, safety and security of children and young people. The security hazards include noctvat the entrance of the building,

no fencing around the play area. Entrance is not secure, picking up of the children, unauthorized entry in the building, damage or vandalism to the building. If children are going for an outing the potential hazards are not wearing high visibility jackets, crossing the road, the strangers on the outside, playing with poisonous plants, trying to pick something from the grass to eat, they try to reach for wires or sockets, they reach for cleaning liquids, try to go to the kitchen if its unlocked, try to go out if find a door open. The health and safety hazards are children getting injured, hurt, sick, infection spreading, being abused either physically or emotionally, if there is a fire and someone is hurt it is a hazard, the broken and dirty toys, damaged equipment, unbalanced or lose ropes or ladders in the garden, slippery surface due to snow in the garden, faeces or litter in the outside play area.

TASK 3 3. 1 identify non medical incidents and emergencies that may occur in the work setting.

The following are some of the non medical incidents and emergencies that can occur in a work setting, they include missing child, fire, bomb threat, unauthorized person in the building, floods, any damage or vandalism in the building, bullying, lack or loss of services like gas, electricity, heating or water, staff issues like strike, snow , closure by ofstead, a gas leak, hazardous spillage, emergency closure. 3. 2 outline the actions to take in response to the following situations: a) Fire b) Security incidents c) Emergency incidents. (This will cross over with TDA2. 2: 2. 4) 4. 1 IDENTIFY THE SIGNS AND SYMPTOMS WHICH MANY INDICATE THAT A CHILD OR YOUNG PERSON IS INJURED OR UNWELL.

The following are some of the signs and symptoms which can be recognized when we suspect that a child or young person is not well or injured. If a child is not active in the setting, sitting quietly, not involving in the other activities, showing no interest in eating, feeling low, coughing, not playing with the other children, moody, dehydration, diarrhoea or vomiting then these are some of the signs that the child is unwell. In case of an injury if a child is not walking properly, or rubbing a particular area, feeling dizzy, bruising. The injury can be something that happened at home or happened at the setting and the child didn't tell anyone. In case of young people they show lack of interest in studies, keeping it to themselves, not cheerful, feeling dizzy, quite. These are a few of the signs and symptoms which indicate that they are not well.

4. 2 Identify circumstances when children or young people, may need urgent medical attention.

There are certain conditions which can be handled by the first aider in the setting like bruising, or a bump but when certain situation arises when a person needs an urgent medical condition like if they are hurt and there is an open wound which is bleeding, they have a serious burn, they have a head injury and they are feeling dizziness or blackouts, being unconscious or unresponsive, fractured their limbs, difficulties in breathing and blue lips or having an allergic reaction to something, having a temperature of more than 38c, in all these cases the staff at the setting is required to call for an immediate medical help and call an ambulance and need to inform the parents or carers as soon as possible.

4. 3 Outline own role and responsibilities in the event of a child or a young person requiring urgent medical attention. This question is a cross reference with TDA 2. 2: 2. 1, 2. ,

2. 3. 5. 1 describe the reporting procedures for accidents, incidents, emergencies and illnesses. There are different kinds of injuries that can happen in the result of an accident. In case of serious accidents like a major injury with an open wound, a head injury with dizziness, electric shock, fractured limbs or unconsciousness , severe allergic reactions these are all serious injuries and need urgent medical attention and need more than a first aider to help around. All this has to be reported to health and safety executive, the manager of the setting and the parents. This has to be recorded in the accident record book with all the details.

In case of incidents which involve minor injuries that can be dealt with the help of first aider like minor bruises, slipping or tripping, vomiting, incidents that involve bullying, damage to the building, entry of an unauthorized person they are all incidents and they have to be recorded in an incident record book with all the details and manager has to be aware of this at all times. Illnesses such as high fever, vomiting, and stomach ache, signs of cold cough or flu they have all to be recorded in the Childs individual record book with all the details. In case of emergencies like a fire evacuation, or a bomb threat they have to be recorded in the emergency record book with all the details as how the emergency was dealt with. 6. 1 Outline procedures for infection control in own work setting. There are certain procedures that have to be carried out when dealing with the infection control in the work setting. Personal protective equipment includes disposable gloves, aprons and in certain cases goggles.

They have to be worn while changing, feeding, anything to do with spillage of blood, vomiting, urine or any liquids that contain the risk to spread

infection. Children should be encouraged to wash hands before and after eating, they need to wash hands after certain activities like playing with sand, playing outside and while using glue in arts and crafts and after playing with the play dough. Their toys have to be clean and should be regularly checked. Pedal bins are provided; paper towels are always available in the bathrooms so that children can use them whenever they come out of the toilet. The staff is advised to keep their nails short at all times and keep their hair tied up while working with children to prevent the spreading of infection.

Any spillage has to be cleaned and disposed of immediately to prevent the infection. If children are ill with the symptoms of cold or flu, their parents are advised not to send them to school and have to wait for at least 48 hours before all the symptoms have gone, with other serious illnesses like chicken pox and measles they have to wait for a specific time to be returned to school and in some cases need a letter from their GP. 6. 2 Describe personal protective clothing that is used to prevent spread of infection. Personal protective clothing is a term used to describe the clothing and equipment that is used in a work setting to prevent from any infections or injuries.

They include disposable gloves which can be worn while changing a baby, cleaning of any fluids like vomiting, urine or any spillage, used in kitchen and have to be disposed of every time. Disposable aprons have to be worn during the changing, feeding, cooking and cleaning; some cases required wearing of goggles. TASK 4 7. 1 Identify the procedures of the work setting governing the receipt, storage and administration of medicines. According to the guidance set out in the childcare setting ' medicines must not usually be

administered unless they have been prescribed for that child by a doctor, dentist or a pharmacist'. The workplace is not allowed to give medicines to children who are ill, but there are certain circumstances where exceptions can be made.

The medicines can only be given if they needed to be but only with a written consent letter from the parents, and a doctor's or GP letter. They have to sign in the medicine with the manager in their child's individual record book. The records are always kept in a medicine record book with each child's name, age, class, the reason for the medicine, how much dose has to be given and how much was given each time, who gave the medicine and who administered it. The medicine has to be put in a secure location that is in the office usually and can only be accessed by the manager or whoever is allowed to administer it. The medicine can only be given by the manager, deputy manager or qualified level 3 workers.

The consent form has to be signed by the parents at all time and each time at the end of the day they have to be informed about the dosage given and signed by the parents.

7. 2 Explain how the procedures of the work setting protect both children and young people and practitioners. The procedures at the workplace are carried out in such a way as to protect everyone including the children and the people working there. The main aim of the practitioners is to protect the children from any harm possible either physical or emotional. There are several procedures that are carried out from health and safety policies and procedures which ensure the protection of the children and the people working in the setting.

The procedures carried out for the health and safety of children, fire drills, no unauthorized entry in the building, hygiene, safe indoor and outdoor activities, administrations of medicines are some of the procedures that are carried out to protect the children and work place. For practitioners the procedure that protect them include that they have to keep record of all the incidents and accidents that happen and by recording everything in the record book they ensure that all the records are up to date and if something happens in near future the records and the signatures are there. Practitioners are protected by not letting children go with anyone other than the parents or the authorized person, if they have to administer the medicine they need to have the consent signatures of the parents beforehand.