



RIDDOR and COSHH Policy

RIDDOR

Meaning: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RIDDOR requires for work related accidents, diseases and dangerous occurrences to be written up or reported on when they occur. It applies to all work activities but not all accidents. This is a legal requirement.

All reports can be made online <http://www.hse.gov.uk/riddor/report.htm>

A telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) and then following their instructions. The centre will send a copy of the information that they have and when it is received it will need to be read and checked. If any information is incorrect the centre should be contacted and notified of any necessary amendment.

Additionally any person must immediately inform the Manager and Directors of Fizzy Fish of any incident and complete a RIDDOR form to keep on file.

Incidents on site that are to be reported are:

1. Deaths
2. Accidents resulting in over 3 days injuries
3. Major injuries
4. Infectious diseases
5. Dangerous occurrences
6. Gas incidents

If there is any uncertainty of a reportable case then you can either contact the incident centre or OFSTED for advice.

INFECTION CONTROL GUIDELINES

To be followed with no exception:

1. If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons, which are supplied by Fizzy Fish.
2. When cleaning up always use paper towels and disinfectant.
3. Always wash any bedding and equipment that may have been used during this time separately and immediately after the child has left. Again everywhere must be disinfected equipment, areas and flooring.
4. Always ensure that hands are washed to stop the spread of infection.
5. The correct procedure for disposing of clinical waste must be followed at all times.

If a series of accidents or occurrences were to take place then risk assessments should be followed to address the situation and resolve why and how they have occurred.

COSHH

Meaning: The Control of Substances Hazardous to Health Regulations.



From 6th April 2005 a new focus on good approach will help employees meet their duties under COSHH.

COSHH records are there to allow all to be aware of the substances that are supplied within the setting to be used e.g. for cleaning, washing, disinfecting etc.

This information must be communicated and all staff must be aware of the information of all substances used within the nursery and how they are used, the correct measures to be used, the protective clothing that might have to be worn and where it has to be stored.

If you fail to adequately control hazardous substances, your employees or others may become ill. Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death.

It is important that the nursery follows through the COSHH requirements and adheres to them at all times.

There is an eight-step guide to follow to ensure that COSHH requirements are being followed:

1. Assess the risks; what risks can any hazardous substances have to your health or the children when used in the nursery.
2. Decide what precautions are needed, whether the staff need to wear protective clothing and that they meet the requirements.
3. Prevent or adequately control exposure; prevent all staff and children being exposed to any hazardous substances, make sure staff read labels and understand what the substances are used for.
4. Ensure that control measures are used and maintained, make sure staff are aware of how much to use of cleaning substances or how much needs diluting.
5. Monitor the exposure; make sure the chemicals and cleaning equipment is being used properly.
6. Carry out appropriate health surveillance, carry out assessments and check all specific requirements and keep updated relevant information that may change within law.
7. Prepare plans and procedures to deal with accidents, incidents and emergencies, each policy and procedure is written for staff to read and they are all available for the Parents/Guardians to read as well.
8. Ensure staff are properly informed, trained and supervised where necessary. The manager should provide all the staff with the correct relevant information instruction and training if and when required.

Relevant reading:

<http://www.hse.gov.uk/riddor/index.htm>

<http://www.hse.gov.uk/coshh/index.htm>