



# Health and Safety Policy

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## Statement

It is the aim of the Breastfeeding Network (BfN) to prevent accidents and cases of work-related ill health for all employees and volunteers, as well as to provide adequate control of health and safety risks arising from work/volunteering activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees and volunteers. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

The BfN Health and Safety Advisors are the BfN Programme Managers, who can be contacted on [projects@breastfeedingnetwork.org.uk](mailto:projects@breastfeedingnetwork.org.uk)

All Supervisors and managers are authorised to take appropriate actions to ensure that the above objectives are achieved, and have the full support of BfN. Resources will be provided to enable the policy to be implemented, including facilities for training staff, to ensure understanding and compliance with procedures for safe working

BfN is committed to ensuring the health, safety and welfare of its volunteers and employees, so far as is reasonably practicable, wherever they are working for BfN. As an employee, adherence to this policy forms part of your contract of employment. As a volunteer this policy is for guidance.

It is the intention of BfN to provide, so far as reasonably practicable:

- A safe and healthy place of work with safe access and egress (exit);
- Safe equipment and systems of work;
- Safe methods of handling, using and storing hazardous substances;
- Instruction, training and supervision on BfN's health and safety policy; and
- A system of regular inspections to ensure that the above responsibilities are fulfilled.
- A health & safety policy that treats volunteers and staff with equal consideration.

- A policy which applies in all settings where BfN activities take place or BfN volunteers and staff may work, including homeworking.

## Organisation

### All employees and volunteers should:

- read and understand the H&S policy (discussing any queries with their line manager and/or supervisor)
- cooperate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report any health and safety concerns to the relevant person (as detailed in this policy).

Statement of general policy	Responsibility of	Actions/arrangements
To provide adequate training to ensure employees are competent to do their work.	Line Manager Tutor/Supervisor	Regular CPD and training available to ensure skills remain up to date
To implement emergency procedures in case of fire or other significant incidents.	Person in charge of premises being used Central Support Manager	Ensure staff are aware of fire drill procedures and evacuation points
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Human Resources Line Manager Supervisor	To discuss in 1-1's and appraisals Information to be available
To maintain safe and healthy working conditions	Line Managers Supervisors	
To provide appropriate occupational health support	Human Resources Line Managers Supervisors	

## Arrangements

BfN holds detailed health and safety information which can be accessed on request to your line manager or Supervisor. If you have any questions about a particular aspect of BfN's health and safety policy, please contact your line manager, Supervisor or one of the BfN Health & Safety Advisors.

Before working in any new building or situation ask to see the Health & Safety policy operating in the building and discuss with the named Health & Safety person in that building (or the BfN person in charge of the service being provided) how it applies to you and the services you are providing. This includes finding out who the First Aider is, where the First Aid box is kept and fire evacuation procedures

## Working with other organisations

1. When planning to work in a new setting or work in partnership with one or more other organisation(s) (whether on a long term basis or just for a one-day event), the person leading the project on behalf of BfN should work through the [list](#) (Appendix 1) of basic health and safety principles to ensure all parties involved understand their responsibilities in terms of insurance cover, risk assessment and needs for health & safety provision.
2. Use BfN's [risk assessment procedure](#) (Appendix 2) to do your own risk assessment on behalf of BfN, as the specific needs of our organisation may not have been considered. This will ensure there are no gaps or omissions in the Health & Safety Policy operating in that setting.
3. Make sure you know who has ultimate responsibility for health & safety between the two (or more) organisations. This should be written down as part of the Service Level Agreement.
4. Establish and record how the organisation with responsibility will ensure its policies are carried through.
5. Ensure all BfN staff and volunteers working in the new setting understand their responsibilities and know who they should report to if they are not satisfied with health & safety standards.
6. Establish and record what BfN can do if health & safety standards are not being met.

## Fire Procedures and Emergency Evacuation

## General Fire Safety

Every setting you work in will have a copy of the fire regulations and you should make yourself familiar with them and act upon them. Fire regulations will include the following points:

- Never wedge open fire resistant doors designed to stop the spread of smoke and fire.
- Make sure you know how to raise the fire alarm.
- Ensure everyone can get out safely, particularly those who may need assistance with an evacuation, e.g. anyone who may need help carrying their children
- Make sure you have an exit plan and know the evacuation procedure for the area you work in.
- Keep fire routes and fire doors clear of obstruction.
- Report any faulty or locked fire doors to the manager of the building.

## Accidents

All accidents, incidents or near misses which could result in actual injury, loss or damage to yourself or others, or property must be reported to your Supervisor, senior member of staff on duty and a BfN Health & Safety Advisor. The BfN Health & Safety Advisors are responsible for reporting certain accidents to the Health and Safety Executive. This includes any injury to members of the public that require them to go to hospital.

All accidents will be recorded on an [accident report form](#) which you can find on our website. A copy will be sent to one of the BfN Health & Safety Advisors. The senior member of staff on duty is responsible for completing an accident report form as soon as possible after the event. Make sure you know who the designated first aiders are in the setting you are working.

## Slips and trips

Try to keep areas tidy, remove any rubbish and do not allow it to build up. Clean spills up immediately.

Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces, restrict access to prevent contact. Ensure rugs/mats are securely fixed and do not have curling edges.

## Serving food and drink

A risk assessment should be performed before any hot drinks are served at any BfN event. The benefits of serving hot drinks needs to be weighed against the risk of scalds. Please abide by the [Hot Drinks Guidance](#) (Appendix 3).

Babies and young children are particularly vulnerable and can be seriously affected by food poisoning and food allergy. Before bringing food to a BfN event or drop-in consider the risk of allergies. Any shop bought food and drink will be labelled as there are 14 allergens which, by law, must be named. See [Appendix 4](#) for [Food and Drink Guidance](#)

## First Aid

Anyone being injured or taken ill needs immediate attention. You may need to call an ambulance in serious cases. There should be a trained first aider in any building you work in. Your first-aid needs should be similar to other users of the building and the first aid box should be stocked to include things you may need. See [Appendix 5](#) [for details](#)

## Infectious illnesses

BfN considers the safety of pregnant women, new mothers and their babies to be the utmost priority. The following points apply to any setting where you are representing BfN and helping breastfeeding mothers.

- Local arrangements with Occupational Health need to be completed before working on hospital wards.
- Do not undertake any face-to-face BfN activities if you are feeling unwell particularly if you think you may be getting flu. This is because people are most infectious soon after they develop symptoms. They can continue to spread the virus, for example in coughs and sneezes, for up to five days (seven days in children). People become less infectious as their symptoms subside, and once symptoms are gone, they are considered no longer infectious to others. So, do not do any BfN work until you are fully recovered. (NHS: Pandemic flu, Risk assessment in the occupational setting)
- Other infectious illness such as vomiting or diarrhoea, require you to stay away from any contact with families for 48 hours after the last bout.
- Contact with infectious diseases such as whooping cough, measles, mumps or chicken pox would not exclude you from being in contact with families as long as you and your children feel well and have no symptoms.

- Infestations with head lice would also exclude you from helping mothers until these have been cleared or treated.
- It is important that tutors advise trainees of this when setting ground rules in Session One and ensure they are aware not to come to training sessions if you or your child has been vomiting, has a high temperature or head lice etc.
- If you or your child become unwell soon after being in contact with families or other volunteers, for example at a training session, please let your supervisor or manager know so that appropriate action can be taken (depending on the illness involved)

## Hand care

Hand hygiene is an essential activity to reduce the risk of cross infection.

1. [Training on hand washing techniques](#) is essential, as are good hand washing facilities.
2. Toilets and hand washing facilities must be safe, regularly cleaned and adequate for the users of the building.
3. Liquid soap is preferable to bars of soap as these can get contaminated with germs.
4. Effective hand drying facilities should be provided; paper towels or automatic dryers are preferable to communal towels.
5. When working in hospitals or home visiting or in keeping with local policies; keep nails short and clean, do not wear nail polish, artificial nails, wrist watches, bracelets, or rings with stones or ridges.
6. Keep sleeves short, arms bare below the elbow.
7. Any cuts or open wounds, below the elbow, should be covered with a water resistant occlusive dressing.
8. Sanitiser hand gels should be used before visiting the maternity unit and between each mother visited and in settings where access to hand washing facilities is restricted, for example when visiting mothers in their homes.
9. When volunteering at breastfeeding drop-ins the decision on hand hygiene will depend on local circumstances, contact with families and the need to protect yourself and others from infectious diseases.

## Electrical Safety

Every setting you work in will have a policy dealing with electrical safety you should make yourself familiar with it and act upon it.



The policy should include the following points:

- Before using any portable electrical apparatus you are asked to carry out a visual inspection for damage to equipment, attached cables, extension leads and plugs.
- Any and all electrical work must only be undertaken by a competent person. Under no circumstances should you change a plug/fuse, unless trained by a qualified person and authorised to do so by BfN.
- Non-compliance with this instruction may result in disciplinary action.

## Work Equipment

You must not use any work equipment unless you have received adequate information, instruction and training in its safe use. Training must include the methods of using the equipment, any potential risk involved and the precautions necessary to avoid those risks. Written instructions on the use of work equipment will be provided where appropriate

As part of a visual display unit ("VDU") [assessment](#) ensure your workstation meets minimum requirements. If you are using a VDU take regular breaks, even if this means carrying out other work duties, thus avoiding eye contact with the VDU. Ensure that you have regular eye tests, every two years is recommended.

## Manual Handling

Manual handling is any form of activity which involves pushing, pulling, lifting and carrying at work. There is no general guidance that can be given as to what load is too heavy for a person to carry. This depends on a person's age, physique, condition and whether the person knows how to lift and handle loads. However, the Health & Safety Executive (HSE) recommend a maximum lifting weight of 16kg for women to lift safely.

New and expectant mothers are more at risk of injury through manual handling. New mothers in particular may still be recovering from the birth and may need assistance carrying their baby (whether someone meeting them at the door, or bringing their buggy into the group). See [Where to get advice about Health and Safety](#) BfN volunteers and employees should never carry a baby or toddler for whom they do not have responsibility (parental or in loco parentis) in a sling or baby carrier, whether their own, BfN's or provided by the mother.

Weight is not the only factor that makes things difficult to lift and carry. The size and shape of any object can make it difficult to handle. Know your limitations; you should not lift anything that you feel is beyond your capacity. Take time to look at the HSE [manual handling leaflets](#), showing you how to lift correctly.

## Hazardous Materials

Material safety data sheets for all materials will be obtained from suppliers, before they are introduced for routine production. The risks associated with hazardous materials will be assessed, and safe systems laid down for the use of all such materials. You will be trained to use the materials and appropriate protective clothing will be provided as necessary. This includes items such as household bleach and dishwasher cleaner. All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

## Housekeeping and Premises

Make sure you leave any rooms tidy and empty waste bins at the end of any BfN session. Used nappies must only be left in bins specifically designated for this purpose. Most buildings require parents or carers to take used nappies away with them. Make sure toys are cleaned, especially if they have been in children's mouths. Clean furniture and any equipment where breastmilk has been spilt. Make sure materials are stored safely in designated areas. All passageways and exits will be marked and kept clear.

## New and expectant mothers

BfN has a duty to protect the health of female volunteers and staff who are, or in the future could be, a new or expectant mother or breastfeeding. *[A new mother is defined as one who has given birth within the previous six months so breastfeeding extends beyond this definition]*

If you are a BfN employee or volunteer and pregnant or a new mother, notify your Supervisor or line manager in writing. This person will do a risk assessment (with your help) to ensure that you are not exposed to any significant risk. This will include specific measures to minimise any risk of exposure to influenza or whooping cough. Your Supervisor or line manager will inform you of actions being taken to reduce, remove or control the risks identified. As a BfN employee you are entitled to time off with pay to keep appointments for antenatal care made on the advice of your GP, midwife or health visitor. BfN employees are entitled to rest breaks if pregnant or breastfeeding and where possible a private place to express and store milk. As a BfN volunteer you should notify your Supervisor when you are pregnant as you may be entitled to six months sabbatical which includes a reduction in ongoing learning requirements.

## Stress

The BfN recognises that all employees have the right to work free from bullying or sexual harassment and should feel valued and respected. The BfN is fully committed to ensuring that all employees are able to enjoy that right, and

support will be provided in the case of concerns or complaints. There is a responsibility on all employees to comply with this policy.

If you are experiencing stress, and you think work is contributing to this, you should be listened to and help should be available from your manager, trade union or employee representative. You will be asked to explain how you are feeling and what you believe will help you and to help create an action plan to help reduce stress at work. It is important that you and your Supervisor / line manager try to identify the causes and what you can do to make things better. Ideally, tell your Supervisor, or line manager, at an early stage to help prevent the situation getting worse. Even if it isn't work-related, she may be able to do something to help you reduce some of your pressure.

A risk assessment for work-related stress, involves assessing six key areas (or 'risk factors') that can be causes of work-related stress.

These include:

- The demands of your job;
- Your control over your work;
- The support you receive from Supervisors and colleagues. If the source of pressure is your Supervisor, contact QUeST via [nina.adams@breastfeedingnetwork.org.uk](mailto:nina.adams@breastfeedingnetwork.org.uk) in confidence and ask to change Supervisor.
- Your relationships at work;
- Your role in the organisation;
- Change and how it's managed.

## Isolation

As many of our staff work from home we recognize the importance of providing opportunities where possible for staff to meet face to face. This can be achieved via Supervision, attendance at BfN events (such as the AGM and Tutor/Supervisor CPD Days) and local events in your area. In many cases simply meeting a colleague for an informal chat can help reduce feelings of isolation and loneliness.

## Machinery and Equipment

Risk assessments will be carried out by project leads, working in liaison with the Programme manager or Health & Safety lead, on all equipment intended to be used by parents (for example slings or baby carriers). Risk assessments will also be carried out on all breast pumps that BfN volunteers and staff may need to demonstrate to parents.

## Personal Safety

All volunteers and employees must abide by the Lone Worker and Safe Home Visits policy when working alone [and, where relevant, any local Lone worker Policy]. Keep personal property in a secure area. BfN does not accept responsibility for the loss or damage to any personal property.

## Smoking Policy

### Policy

This Policy complies with the Health Act 2006 and associated regulations. Breastfeeding Network does not allow its employees or visitors to smoke in any part of its premises or whilst undertaking any activity on behalf of BfN.

### Procedure

BfN takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of 'passive smoking'). It is therefore against the Company's rules for anybody to smoke inside any enclosed or substantially enclosed spaces or in or near the entrances to and exits. You may only smoke outside in designated areas during breaks. When smoking outside, you should ensure that you dispose of cigarette butts and other litter in the receptacles provided. Avoid smoking anywhere where your smoke could drift towards others, particularly mothers and children. Smoking in smoke-free premises or vehicles is also a criminal offence and may incur a fixed penalty fine and possible criminal prosecution. If you breach the smoking ban you will be subject to BfN's disciplinary procedure and may, as a consequence, be dismissed for gross misconduct.

BfN is committed to making this policy effective and to promoting a healthy working environment. If you are experiencing particular difficulty in complying with this policy you should discuss your situation with your Supervisor, line manager or the BfN Health & Safety Adviser. In addition, the NHS offers a range of free services to help smokers give up. If you are seeking help you should visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) call the NHS Smoking Helpline on 0800 169 0 169 or text 'GIVE UP' and your full postcode to 88088 to find a local NHS Stop Smoking Service.

If you are providing BfN services to mothers in their own home you should be able to do so in a safe environment. This assessment should include not being exposed to second-hand smoke. BfN will support you to make alternative arrangements with the mother to provide breastfeeding support in a smoke free environment. If you cannot reach an agreement with the mother, contact your supervisor or line manager and ask for support in handling the issue.

## Where to Get Advice about Health and Safety

Different health & safety issues can compete, for example the need to keep corridors free which prevents buggies being stored outside a room with the need for mothers (who may have difficulty carrying their baby) to have access to a BfN Breastfeeding Centre or tutorial. When this occurs a common sense approach should be taken. If you have any problems of a health and safety nature you should bring them to the attention of your Supervisor, line manager or the BfN Health & Safety Adviser. The Health and Safety adviser reports to the Directors in respect of Health and Safety matters.

## Appendix 1: Health and Safety Checklist – for use in Projects and non BfN premises



Health and Safety Checklist			
Issue	Where to access general information and forms	Local processes	Discussed with staff & volunteers
Fire	<a href="http://www.hse.gov.uk/fireandexplosion/workplace.htm">http://www.hse.gov.uk/fireandexplosion/workplace.htm</a>		
Accidents (including slips & trips)	RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995] <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a> To report notifiable accidents call the Incident Contact Centre (ICC) <b>0845 300 99 23</b> <a href="http://www.hse.gov.uk/pubns/indg225.pdf">http://www.hse.gov.uk/pubns/indg225.pdf</a>		
Food and Drink (including hot drinks & allergies)			

First Aid	<a href="http://www.hse.gov.uk/pubns/indg347.pdf">http://www.hse.gov.uk/pubns/indg347.pdf</a> <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>		
Infectious Illnesses	<a href="http://www.hse.gov.uk/pubns/infection.pdf">http://www.hse.gov.uk/pubns/infection.pdf</a> <a href="http://www.hse.gov.uk/biosafety/infection.htm">http://www.hse.gov.uk/biosafety/infection.htm</a> <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/326913/Information_for_healthcare_workers_exposed_to_whooping_cough.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/326913/Information_for_healthcare_workers_exposed_to_whooping_cough.pdf</a> <a href="https://www.gov.uk/government/collections/pertussis-guidance-data-and-analysis">https://www.gov.uk/government/collections/pertussis-guidance-data-and-analysis</a>		
Hand Hygiene	<a href="http://www.hse.gov.uk/skin/posters/skinwashing.pdf">http://www.hse.gov.uk/skin/posters/skinwashing.pdf</a> <a href="http://www.nrls.npsa.nhs.uk/resources/?entryid45=59848">http://www.nrls.npsa.nhs.uk/resources/?entryid45=59848</a>		
Electrical Safety	<a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a>		
Equipment (including VDU's)	<a href="http://www.hse.gov.uk/pubns/indg36.pdf">http://www.hse.gov.uk/pubns/indg36.pdf</a>		
Manual Handling	<a href="http://www.hse.gov.uk/pubns/indg143.pdf">http://www.hse.gov.uk/pubns/indg143.pdf</a> <a href="http://www.hse.gov.uk/pubns/indg383.pdf">http://www.hse.gov.uk/pubns/indg383.pdf</a>		
Hazardous Materials	<a href="http://www.hse.gov.uk/comah/sragtech/techmeassegregat.htm">http://www.hse.gov.uk/comah/sragtech/techmeassegregat.htm</a>		
Housekeeping			
New & Expectant Mothers	<a href="http://www.hse.gov.uk/mothers/">http://www.hse.gov.uk/mothers/</a>		

Stress	<a href="http://www.hse.gov.uk/pubns/indg430.pdf">http://www.hse.gov.uk/pubns/indg430.pdf</a>		
Machinery			
Personal Safety (including lone workers)	<a href="http://www.hse.gov.uk/pubns/indg73.pdf">http://www.hse.gov.uk/pubns/indg73.pdf</a>		
Smoking	<a href="http://www.hse.gov.uk/contact/faqs/smoking.htm">http://www.hse.gov.uk/contact/faqs/smoking.htm</a> <a href="http://www.rcn.org.uk/_data/assets/pdf_file/0006/78702/003043.pdf">http://www.rcn.org.uk/_data/assets/pdf_file/0006/78702/003043.pdf</a> <a href="http://www.parliament.uk/briefing-papers/sn04414.pdf">www.parliament.uk/briefing-papers/sn04414.pdf</a>		
Risk Assessments	<a href="http://www.hse.gov.uk/pubns/indg163.pdf">http://www.hse.gov.uk/pubns/indg163.pdf</a>		
Homeworking	<a href="http://www.hse.gov.uk/pubns/indg226.pdf">http://www.hse.gov.uk/pubns/indg226.pdf</a>		

If further information is required, contact your local council or the Health and Safety Executive <http://www.hse.gov.uk/contact/contact.htm>





### Risk Assessments

#### **What is a risk?**

A risk is a chance, be it high or low, that someone may be harmed by a hazard.

#### **What is risk assessment?**

A risk assessment is a careful examination of what might cause harm so you can decide whether you have taken enough precautions or should do more to prevent harm.

#### **Risk assessment is:**

- Identifying the hazards that exist in any setting you might be volunteering or working
- Assessing how likely these hazards are to cause harm to workers and members of the public
- Deciding what prevention or control measures are needed.

It is part of the systematic approach that all employers are legally required to adopt in order to manage health and safety effectively.

#### **How to assess risks**

Follow the five steps – listed on the next page and attached sample form.

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm, such as small objects that might cause a child to choke, doors that open to the street, chemicals, electricity, hot water, an open drawer etc.

- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

## Getting help

If you need any help please contact [admin@breastfeedingnetwork.org.uk](mailto:admin@breastfeedingnetwork.org.uk) or your Project Lead

More information about legal requirements and standards can be found at: [www.hse.gov.uk](http://www.hse.gov.uk) and HSE publications (available from HSE Books).

Help is also available from Workplace Health Connect [www.workplacehealthconnect.co.uk](http://www.workplacehealthconnect.co.uk) Tel: 0845 609 6006

## 5 Steps for assessing risks

5 Steps to Risk Assessment <http://www.hse.gov.uk/pubns/indg163.pdf>

1	<p><b>Look for the hazards</b></p> <ul style="list-style-type: none"> <li>• Spend time, ideally with a colleague; carefully walk around the rooms BfN plan to use.</li> <li>• Think about what could go wrong at each stage of what you do.</li> <li>• It is often the small things that get overlooked.</li> <li>• Identify and document all areas that you think may be hazardous and list the type of hazard involved.</li> <li>• Discuss with others to find out any concerns they have</li> </ul>
2	<p><b>Decide who might be harmed and how</b></p> <ul style="list-style-type: none"> <li>• This is useful for drop-ins as the room may not have been used by the age range of children you may have in a breastfeeding centre.</li> </ul>
3	<p><b>Consider the risks and decide on precautions</b></p> <ul style="list-style-type: none"> <li>• Can you get rid of the hazard all together?</li> <li>• If not, how can you control the risk so that the harm is unlikely?</li> </ul>
4	<p><b>Record your findings and implement them.</b></p> <ul style="list-style-type: none"> <li>• We need to be able to demonstrate that a proper check was made;</li> <li>• We asked who might be affected;</li> <li>• We dealt with all the significant hazards;</li> <li>• The precautions are reasonable, and the remaining risk is low</li> </ul>

	<ul style="list-style-type: none"><li>• We involved our staff or their representatives in the process.</li></ul>
<b>5</b>	<b>Review your assessment and update if necessary</b> <ul style="list-style-type: none"><li>• Assessments should be reviewed at least annually as well as after accidents or if a new piece of equipment is brought into the building</li></ul>

Risk Assessment forms can be found [here](#)

## Appendix 3: Hot Drinks Guidance

A baby's skin is 15 times thinner than an adult's.

- Over 500 under fives are rushed to casualty every week because of burns and scalds.
- Hot drinks are the number one cause of scalds among under fives.
- A hot drink can still scald a young child 15 minutes after it's been made.
- Babies and toddlers are particularly at risk when they grasp cups and mugs of hot tea or coffee

Carefully look at how drinks might be made and carry out a risk assessment for each new venue.

Drinks must be prepared in a separate area with a child-gate or other means of keeping toddlers and children away from the kettle or urn.

The following measures should be put in place to help reduce the risks of scalds:

- Cool drinks before giving to adults – making tea in a pot rather than individual mugs helps. Add cold water to the drink if no milk is to be added.
- Drinks should be given to mothers once they are seated.
- Where possible use tables to lay the drinks on – not the floor or low table. If used tablecloths should not overhang the table and should be clipped on to minimise risk of being pulled.
- Keep mugs and cups away from the edges of tables and counters - out of sight and reach of young children.
- Do not place drinks on the floor.
- Never pick up or hold a child or baby when you have a hot drink in your hand.

The use of insulated lidded mugs should be phased out. Insulated lidded mugs can increase the risk of scalds as drinks stay hotter for longer. Until these mugs are replaced mugs should be of one standard to avoid mixing lids, and lids checked to ensure they are on firmly before use.

## Appendix 4: Food and Drinks Guidance

**Food safety** is very important because babies and young children are particularly vulnerable and can be seriously affected by food poisoning and food allergy. Food allergens pose a significant risk for those with allergic conditions, this may even be life threatening. Parents should always be aware that they are responsible for the safety of their own children at drop in groups and training sessions. It can be especially difficult if there are lots of toddlers eating different food during the group and parents need to be alert for their child picking up other items of food. If you know a child or parent with food allergies is attending the group you could chat to the parent to find out if there is any practical help you could offer, for example asking others not to bring nuts to the group. But the parent must be aware you cannot guarantee this.

If you are bringing any food to a BfN activity, including drop-ins you are responsible for ensuring that food is prepared, stored and handled in compliance with the food hygiene regulations. Home baking donations from parents attending the group are welcome and if possible it is good practice to ask about any specific allergens so that you can make others aware. If you regularly offer home baking at a drop in please make sure everyone attending is aware that you cannot guarantee the absence of any specific allergen. By law shop bought items must provide allergen information on any food or drink offered to families. The labelled packaging could be placed on display to support people with allergies and provide more choice. Home-made food and drink that is provided could be provided with a verbal caution that they may contain allergens. A common sense approach should be taken. The best thing is to explain the information to parents and let them decide whether to accept home cooked foods. It is probably too high a risk to offer home cooked baby foods for those under one (unless prepared by the baby's family).

**There are 14 allergens currently listed under food law that must be declared.**

- Cereals containing gluten, (eg wheat (including spelt and khorasan), rye, barley and oats and their hybridised strains)
- Crustaceans, (eg prawns, crab and lobster)
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk

- Nuts, (eg almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, macadamia nuts or Queensland nuts)
- Celery (including celeriac)
- Mustard
- Sesame
- Sulphur dioxide/sulphites (preservatives used in some foods and drinks) at levels above 10mg per kg or per litre
- Lupin
- Molluscs, (eg clams, mussels, whelks oysters, snails and squid)

Further information on allergen legislation and FSA advice can be found via the link below.

<https://www.food.gov.uk/business-industry/caterers/startingup/childminders#sthash.lv69A2QS.dpuf>

Useful information about preparing food available here:

<https://www.food.gov.uk/business-industry/caterers/sfb/sfbchildminders>

## Appendix 5: First Aid kit – suggested contents

- 20 individually wrapped sterile plasters (assorted sizes, to include toddler sizes) – with some hypoallergenic plasters;
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large, individually wrapped, sterile, unmedicated wound dressings;
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- A pair of disposable gloves (Latex free gloves may be requested).

## Summary of relevant Health and Safety leaflets & information

<i>Regulations</i>	<a href="http://www.hse.gov.uk/pubns/hsc13.pdf">http://www.hse.gov.uk/pubns/hsc13.pdf</a>
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<i>Risk assessment documents</i>	<i>see shared files</i>	<i>On website</i>
<i>Insurance documents</i>	<i>Updated annually – see shared files</i>	

*This list will be regularly updated, please replace with the latest version in Shared Files on Helpers and Supporters email list or from BfN's office, details given on front page.*