

*Dear members, Based on the many questions we are asked on a day to day basis, we have summarised these into the following information and we hope you find them useful.*

## Health and Safety Training Information

The Safety Health and Welfare at Work Act (2005) and *Safety, Health and Welfare at Work (General Applications) Regulations 2007* aim to promote the health safety and welfare of everyone in the workplace.

### **Safety, Health and Welfare at Work Act 2005**

**8.(1)** Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees

(2)(g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

**11.—(1)** Without prejudice to the generality of *section 8*, every employer shall, in preparing and revising as necessary adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger—

- provide the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of employees and any other individual present in the place of work, taking account of the nature of the work being carried on and the size of the place of work.

A child care service is legally obliged to risk assess its activities and identify appropriate safety controls. All services must have an up to date suitable Safety Statement based upon risk assessment ( for each of their rooms in the service) that is fully implemented and monitored.

In addition at least one competent person must be appointed to manage safety, health and welfare at work on the services behalf. Competency is a combination of training, knowledge and experience of both the services operations and health and safety requirements.

[No. 10.] **Safety, Health and Welfare at Work**[2005.]Act 2005.

**19.—(1)** Every employer shall identify the hazards in the place of work under his or her control, assess the risks presented by those hazards and be in possession of a written assessment (to be known and referred to in this Act as a “risk assessment”) of the risks to the safety, health and welfare at work of his or her employees – i.e. a risk assessment should be carried out to determine whether staff need to be trained in the correct procedures around manual handling training.

**Manual Handling** training is a 3 hour course available through NCNA and other Health and Safety agencies.

[Information on safety statements and risk assessment](#)

## **Food Safety Training**

Pre-schools, along with other food operations, are subject to the provisions of the E.C Hygiene of Foodstuffs Regulation (2006) along with the Food Safety Authority of Ireland Act, 1998. This legislation requires food operators to operate in a hygienic way, to train and supervise staff in food safety matters and to develop a food safety management system based on the principles of 'Hazard Analysis Critical Control Point (HACCP).

The Food Safety Authority of Ireland has approved guides to Good Hygiene Practice which may be used as an aid to compliance with these regulations. These guides can be found on their website [www.fsai.ie](http://www.fsai.ie), and in particular : I.S 340 Hygiene in the Catering Sector (see below) or I.S.344 Guide to Good Hygiene Practices in Domestic Premises.

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### **S.I 340 Section 4 Food Hygiene Requirements for Food Catering Operations -**

#### **4.A Training**

1. The food business operator shall ensure that all staff working in food areas have sufficient knowledge to enable them to carry out their activities in a safe and hygienic manner.

2. The food business operator shall ensure that all staff are supervised, instructed and/or trained in food hygiene commensurate with their work activity.

3. They should also have a good understanding of how to implement a HACCP Programme for their workplace. Managers/owners and/or the cook should be able to manage HACCP systems (training course i.e. FETAC Level 5 Food Safety and HACCP)

If a childcare service provides food to children, staff need food training according to their position in the service, *(we recommend at least 2.5- 3hours food safety awareness course)* and those members that work more closely with food *(i.e cook, making sandwiches, managers)* should have the 9 hour EHOA approved Primary Food Handlers Certificate or an equivalent. They should also have a good understanding of how to implement a HACCP Programme for their workplace. Managers/owners and the cook should be able to manage HACCP systems.

Hazard Analysis & Critical Control Point (HACCP) is a system that allows you to identify and control any hazards that could pose a danger to the preparation of safe food. It involves

identifying what can go wrong, planning to prevent it and making sure you are doing it. HACCP is a legal requirement

The FSAI has produced a new pack 'Safe Catering - your guide to making food safely' to aid businesses in implementing HACCP.

Where a business develops its own HACCP based system the person or team who designs the system must be able to demonstrate to the EHO that they have sufficient knowledge, through formal or informal training, of the application of the principles of HACCP.

**Note:** If you employ a consultant when developing your HACCP system it is crucial that you and other members of staff are actively involved in the process. A big folder on a shelf is not a food safety management system [read more](#)

For further information go to [www.fsai.ie](http://www.fsai.ie) or contact your local **Environmental Health Officer EHOA**

NCNA run a 3 hour Food Hygiene Awareness course and the 9 hour Primary Food Handlers EHOA certificate course.

### **Fire Safety**

Managers of childcare services have a duty to implement an effective **fire safety** and emergency procedures management policy in compliance with the 'Fire Services Act 1981' and Safety, Health and Welfare at Work Act 2005. A guide has been published to help assist managers with their statutory fire safety responsibilities – "Fire Safety in Pre-Schools" from the Department of Environment, Heritage and Local Government. *'Staff should receive instruction and training on fire prevention and fire safety procedures. This training will enable them to respond effectively in ensuring the safety of children and others on the premises in the event of a fire occurring'* page 6. EHOA recommends all staff have practical Fire Safety Training including use of Fire Extinguisher.

### **Children First: National Guidelines for the Protection and Welfare of Children (1999)**

These guidelines are intended to assist people in identifying and reporting child abuse and to improve professional practice in both statutory and voluntary agencies and organisations that provide services for children and families.

The Health Service Executive (HSE) has appointed Children First Information and Advice Officers to assist with the implementation of the guidelines-'Our Duty to Care' -The Principles of Good Practice for the Protection of Children and Young People (DOHC 2002) (2002) complements 'Children First'.

Keeping Safe® - Core Child Protection Awareness Training - is a two day training programme based on *Our Duty to Care* - and *Children First - National Guidelines for the Protection and Welfare of Children (DOHC 1999)*.

To access this training please contact your local **Children First Information and Advice Officers**

**FIRST AID - From the Health and Safety Authority Website – [www.hsa.ie](http://www.hsa.ie)**

Do I need a qualified first aider in my workplace?

A risk assessment in the context of the Safety Statement should consider the numbers employed, the nature of the work, the degree of hazard, the level of accidents arising, the size and location of the workplace, the availability of an occupational health service with the workplace and the distance and duration from external medical services etc. (Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie))

*How long is an occupational first aid training course?*

Minimum of 3 days or 24 hours with a 2 hour assessment/exam.

*What type of a certificate does an Occupational first aider receive?*

An Occupational first aider will receive a Further Education and Training Awards Council (FETAC) Level 5 certificate in Occupational First Aid.

Thereafter, the first aider will receive a certificate from the registered training provider for 2 yearly refresher training as FETAC does not issue refresher certificates.

The Occupational First Aid FETAC Level 5 accredited module is designed to provide the learner with the knowledge, practical skills and understanding required to provide and coordinate first aid in the workplace in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and the associated Guide to these Regulations.

The NCNA run Occupational First Aid Courses throughout the year- go to [www.ncna.ie](http://www.ncna.ie)

**Child Care (Pre-Schools) Regulations 2006 - Regulation 6 FIRST AID**

First Aid Training

- A person trained in first aid for children should be on the premises at all times.
- Additional trained persons will be required, depending on the extent of the services.
- A person with training in first aid for children should accompany the children on outings.

NCNA run a two day Paediatric First Aid course that issues both a Paediatric First Aid certificate and an Irish Heart Foundation Certificate that are both valid for 2 years from date of issue.

The Child Care (Pre-School Services ) Regulations 2006 [www.omc.gov.ie](http://www.omc.gov.ie), also give guidelines on Health and Safety in Pre-Schools and for more general Health and Safety guidelines log onto [www.hsa.ie](http://www.hsa.ie) To keep up to date on Health and Safety legislation regularly log on to [www.fsai.ie](http://www.fsai.ie) and [www.hsa.ie](http://www.hsa.ie).

Contact details for your [local Pre School Officer](#)

For more information on NCNA Training go to [www.ncna.ie/training-and-consultancy/](http://www.ncna.ie/training-and-consultancy/) or phone 01 460 1138 ext 2.