

**HEALTH AND SAFETY POLICY**

**RATIONALE**

The purpose of this policy is to explain how we manage risks effectively. All kaiako at Flying Kiwi Preschool strive to provide, for the welfare of the tamariki, a safe and stimulating environment. All employees and others must also take steps to ensure their own safety at Flying Kiwi Preschool. All persons at the centre have a duty to take reasonable care for their own health and safety, and care that their own actions or omissions do not adversely affect the health and safety of others. This policy should be read in conjunction with the Health and Safety at Work Act 2015

**TE** **WHĀRIKI**

***Well-being/******Mana******atua******-******Goal******3:*** Tamariki and adults experience an environment where they are kept safe from harm.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Health** **and** **Safety:** **Emergencies**

· **HS6:** Heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage are secured.

**Health** **and** **Safety:** **Hazards** **and** **Excursions**

· **HS12:** Equipment, premises and facilities are checked on every day of operation for hazards to children. Accident/incident records are analysed to identify hazards and appropriate action is taken. Hazards to the safety of children are eliminated. isolated or minimised. Consideration of hazards must include but is not limited to: cleaning agents, medicines, poisons, and other hazardous materials: electrical sockets and appliances (particularly heaters): hazards present in kitchen or laundry facilities; vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings); the condition and placement of learning. play and other equipment; windows and other areas of glass; poisonous plants: and bodies of water.

**DOCUMENTATION** **REQUIRED:** A documented risk management system.

· **HS13:** The temperature of warm water delivered from taps that are accessible to children is no higher than 40℃,and comfortable for children at the centre to use.

· **HS14:** Water stored in any hot water cylinder is kept at a temperature of at least 60℃

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· **HS15:** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.

**Health** **and** **Safety:** **Child** **health** **and** **wellbeing**

· **HS27:** All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

**DOCUMENTATION** **REQUIRED:**

1. A record of all injuries, illnesses and incidents that occur at the service. Records include: the child's name; the date, time and description of the injury, illness or incident; actions taken and by whom; and evidence that parents have been informed.

2. A procedure outlining the service's response to injury, illness and incident, including the review and implementation of practices as required.

**HS26:** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them. Specifically: the action specified in Appendix 2 is taken for any person (adult or child) suffering from particular infectious diseases; and children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

· **HS30:** Children are washed when they are soiled or pose a health risk to themselves

or others.

· **HS24:** Rooms used by children are kept at a comfortable temperature no lower than 18°℃ (at 500mm above the floor) while children are attending.

**PROCEDURES**

* All team members and visitors must at all times follow the instructions of Flying Kiwi Preschool owner, regarding health and safety.
* All new kaiako and employees are briefed on/informed of this health and safety policy on induction and training is provided if necessary.
* Supervision of tamariki will be active and focused as kaiako will continuously scan the environment. If a kaiako feels they cannot sustain active and focused supervision they will request support from another team member. Tamariki can be out of sight of kaiako if the kaiako responsible feels this is safe to do so however they will be frequently checked on.
* Supervision considerations include the physical environment, activities being undertaken, equipment being used, the group size, ages and needs of the tamariki.
* Direct, close and constant supervision by teachers, educators and kaiako will be required if a learning experience or equipment includes an element of risk. For example, climbing, cooking, using ropes, cords or tools of any kind or activities near water or fire.
* Flying Kiwi Preschool has own health and safety risks register filed within the health and safety folder located at the entrance of each centre. The register includes identification of current and potential hazards, a thorough risk assessment, and it identifies ongoing management strategies that all kaiako and other adults must adhere to.
* Each health and safety risks register will be reviewed annually by all employees and management.
* Each visitor to the centre signs in, and confirms their understanding of high-level health and safety points identified in the health and safety folder.
* In managing risk effectively all kaiako will take every precaution to ensure tamariki, other team members, students, matua and visitors to the centre/building are safe from harm. This includes promptly reporting any unforeseen risks to relevant person(s).
* Each centre's annual management plans indicate daily, weekly, monthly, quarterly, bi-amiual, annual, and ongoing health and safety responsibilities, as well as repairs and maintenance required assigned to a named person or persons. These are located in each centre's office and reviewed periodically throughout the year by management.
* All pennanent kaiako at Flying Kiwi Preschool must hold current first aid certificates. Keeping first aid certificates current is the personal responsibility of kaiako. Annual renewal opportunities are offered and kaiako are encouraged to attend these on a Saturday once every two years. All first aid kits are kept replenished.
* Emergency planning, procedures and drills are in place. See Emergency Procedure Policy.
* Poisons and hazardous chemicals/materials are not accessible to tamariki.
* Civil Defence Kits are checked and replenished if needed every 6 months.
* Kaiako check the grounds at the beginning of each day using a health and safety hazards

check list. Any dangerous items are removed or isolated until they can be repaired or replaced.

* A maintenance record is kept by Flying Kiwi Preschool recording every repair and maintenance job done on any land, buildings and equipment.
* All heavy furniture, fixtures, and equipment that could fall, or topple, and cause serious injury or damage are secured.
* Records are kept in the form of learning injury, medicine and illness. These records (Learning Injury. Illness Register, Medicines Record) will include child's name, date, time, and description of the injury, illness, or incident; actions taken by whom; and evidence whanau have been informed and have signed the record. See Leadership and Management Handbook for templates of these.
* Where there is a serious injuiy, illness, or incident while at a centre. Flying Kiwi Preschool will notify a specified agency if required, such as Worksafe or Regional Public Health. We will also notify the Ministiy of Education at the same time as required.
* Any serious health and safety incidents, or near misses, will be reported to the centre manager as soon as possible. The centre manager and/or owner will investigate, file a serious incident report, decide on and document appropriate action to reduce the risk of the incident happening in future.
* All kaiako must follow correct procedures for lifting equipment and/or tamariki to avoid injuiy to themselves or others.
* All kaiako must monitor their health to ensure that they are fit to work with tamariki in line with the Early Childhood Regulations, 2008.
* Flying Kiwi Preschool employs a cleaning company who ensures the centre is clean and tidy for the beginning of each day we are open, in accordance with the centre cleaning schedule.
* When at Flying Kiwi Preschool, tamariki will sit down to eat and a kaiako will be with them while they are eating and drinking.
* When preparing kai, all cuts and sores will be covered with blue plasters and if cuts and sores are on hands then disposable gloves will be worn as an additional measure.
* Hand washing and general hygiene routines are observed when adults and tamariki at Flying Kiwi Preschool are handling kai.
* The temperature of warm water from taps that are accessible for tamariki to wash their hands is no higher than 40 degrees Celsius. Water stored in any hot water cylinder is kept at a temperature of at least 60 degrees Celsius
* All hand washing procedures will be displayed in tamariki bathrooms and in the kitchen. Tamariki will be actively taught correct handwashing procedures following Ministry of health recommendations.
* Hand washing facilities are located for tamariki to access safely and independently. Soap and hand drying materials are made readily available.
* Sterile dish washing facilities ensure eating utensils are cleaned thoroughly.
* Kitchen and cooking facilities are designed to prevent tamariki from imsupervised access.
* A bleach solution of 1 part bleach and 10 (10ml bleach - 100ml H2O - 1:10) pails water will be used on high-risk surfaces i.e. nappy change areas and toilets. For surfaces where kai is prepared or eaten % teaspoon bleach to 500ml water is used to sanitise surfaces or equivalent FSAN approved sanitiser.
* All spray bottles are labelled, clearly indicating their contents.
* All practicable steps are taken by kaiako to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.
* Rooms used by tamariki are kept at a comfortable temperature no lower than 18°C (at 500mm above the floor) while tamariki are attending.
* If a whanau member (matua/sibling or otherwise) is unwell and is bringing a tamaiti to the centre and there is a risk of spreading illness within the centre, a plan can be put in place to support drop offs and pickups.
* Tamariki who become unwell at the centre are kept a safe distance from other tamariki and matua are asked to come and pick up their tamaiti as soon as possible.
* Tamariki who are unwell are washed when they are soiled, or pose a health risk to themselves or others.
* Flying Kiwi Preschool reserves the right to close the centre in the event of a flu pandemic or other public health emergency.

**LINKS TO:**

* Emergency Procedures Policy
* Medicines Policy
* Personnel Policy
* Tamaiti Health Policy
* Tamaiti Protection Policy
* Implementing the Health and Safety at Work Act 2015 - A guide for early learning services (April 2016).

**Date approved:**

**Review date:**