

	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created 05/01/09
	Policy Name: Health & Safety Framework Policy

The purpose of this operational policy is to keep children and adults safe by meeting the health and safety requirements of the Ministry of Education's Licensing Criteria for childcare centres; and relevant health and safety law requirements.

Position Statement

Our Centre provides a safe environment for children, staff and visitors. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again.

Issue Outline

Both children and adults have accidents, even in safe environments. Children can also get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

Detail

Goals

This policy:

- shows the commitment of centre management and workers to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our centre operations
- aims to ensure all work activities are done safely.

Responsibilities

Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

We expect visitors and contractors to:

- be familiar with the health and safety policies of our centre
- report any hazards, incidents or accidents they see to management.

General:

- All our management and staff share the responsibility for ensuring we offer a safe and healthy environment for all
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped
- We have an area where we can isolate sick children
- All staff have current first aid training.

Health and Safety Framework

The following framework outlines the range of centre health and safety policies required to comply under the Ministry of Education’s Early Childhood Education centre’s licensing criteria HS1 to HS33. It also includes Premises and Facilities licensing criteria PF3-PF31.

Centre Health & Safety Framework Policy	
Prevention (What we do to avoid something happening)	Response (What we do when something happens)
HS2 Laundry Policy HS3 Nappy Changing Policy HS4 Fire and Emergency Evacuation Policy HS7 Emergency Evacuation Plan HS8 Emergency Drill Record HS9 Sleep Monitoring Policy HS12 Hazard and Risk Identification and Management System and Hazard Register HS17 Outings and Excursions Policy HS18 Motor Vehicle Transport Policy HS19 Food Policy HS25 Accident and Illness Policy HS26 Infectious Diseases Policy HS28 Medicines Policy; Medicine Register HS29 Medicine Administration Training Record HS31 Child Protection Policy; Staff Safety Checking	HS25 & HS27: Incident, illness and Accident Record; Incident Investigation form HS31 Child Abuse Policy Emergency Evacuation Plan.

Relevant Background (including legislation/regulation references)

Health and Safety in Employment Act

Health and Safety at Work Bill (expected to become law from October 2015)

Impacts of Policy on Staff, Parents, Children

Following this policy will ensure that the centre environment is safe; that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate; and that appropriate records are kept to meet licensing and other legislative requirements.

Alignment with the Centre Philosophy

This policy ensures a framework is in place that supports a safe environment, a crucial part of creating and maintaining the well-being of children in our care and other adults.

Implications and/or Risks

Following this policy significantly enhances the opportunity for this centre to comply with legislative and licensing obligations, gaining trust with parents because of illness or accident prevention activities and management practices and maintaining public credibility.

Implementation

Relevant health and safety policies and practices are developed within this framework.

1 Hazard Identification System:

- a) The Centre Supervisor (or other person specified here) responsible for identifying existing and potential hazards.
- b) A pre-formulated daily hazard checklist will be completed prior to opening to ensure that the building/playgrounds are safe for children to use.
- c) Hazard Identification: At least once a month a form is used to systematically assess and record the Centre environment and practices for existing and potential hazards – Person Responsible: Craig Maddison (Director/Grounds Manager).
- d) Each environmental facet is examined to identify hazards. Each staff practice area is examined to identify unsafe or hazardous practices. Hazards so identified are noted on the form.
- e) The form will, where possible, include 'prompts' of possible hazard types and locations and these may be compared to 'ec centre hazard list' provided by ECC and/or Auckland Healthcare Services Ltd booklet on "Assessment Information for EC Centres".
- f) If staff identify a hazard, they are required to report to the Grounds Manager (Craig Maddison) and as necessary discuss solutions at staff meetings.
- g) Staff are advised of audit results, at staff meetings and/or by posting this on staff notice board.
- h) Other systems: Director/Grounds Manager, Craig Maddison, to complete a regular maintenance list.

2 Staff Training:

- a) The Manager or Supervisor has responsibility for carrying out induction training for new employees, which includes specific training on avoiding the main occupational hazards; eg:- lifting , carrying,

slipping, tripping, falling, infection, playground accidents, which constitute over 90% of all in-centre accidents.

b) Individual accidents are reviewed with Supervisors and staff concerned with a view to improving practices.

3 Accident Register:

a) An Accident Register is maintained at the Centre. This form, which requires a full description (who, when, what, why and how) of accidents for children, is also used to record any staff accidents (and contractor and visitor accidents). The primary use of this form (for children) is to record and give to parents (for child accident). This is also used to record and ascertain if serious harm has occurred and if so, this accident (or potential accident) will be investigated and must be notified, in writing, to Labour Department as a Serious Accident/Hazard, within 7 days.

4 Hazard Management:

a) The primary responsibility of all staff is use care at all times and to take personal responsibility for looking out for hazards (circumstances or objects which could lead to harm or accidents) .

b) Where practical, staff themselves will take responsibility for taking positive and immediate steps for eliminating, isolating or minimising hazards.

c) If the hazard cannot be removed or safely reduced immediately, staff members must make the situation as safe as possible and immediately advise the Supervisor of the hazard.

d) The Supervisor will record all notifications of potential or actual hazards in the diary.

e) The Supervisor will take whatever steps are necessary to isolate, reduce or eliminate any hazard observed by them or notified to them.

f) The Supervisor will notify Management in writing of any hazards which the Supervisor cannot within their resources or authority isolate, remove or reduce.

5. Procedures for handling emergencies & drills:

a) All staff nominated as 'persons responsible' are required to keep their first aid training up-to-date.

b) Agreed evacuation plan to be followed.

c) Fire Evacuation drills are carried out once a term.

d) Earthquake/volcano drills are carried out once a term.

Staff are required to stay with children until parents come to pick them up or other arrangements are made for their care.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	Jo Maddison
Date:	27/08/19
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Consultation Undertaken:	Legislative updates