

	<b>Policy</b>
	<b>Policy Category: HEALTH AND SAFETY</b>
	Date Created: November 2016
	<b>Policy Name: Health &amp; Safety Framework Policy</b>

The purpose of this operational policy is to keep children and adults safe by meeting the health and safety requirements of the Health and Safety at Work Act 2015 and the Ministry of Education's Licensing Criteria for childcare centres; and other relevant health and safety-related legislative requirements.

## Position Statement

We aim to provide the safest, healthiest environment for children, staff and visitors that we can. 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 staff to health and safety
- outlines the structure and approach we take to health and safety management in our centre
- 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 for staff
- safe systems of work
- plant and substances in safe condition
- safe, well-maintained facilities for the welfare of all staff and children
- any information, instruction, training and supervision needed to make sure that all staff are safe from injury and risks to their health.

Staff 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

Our centre has the systems in place to support a safe and healthy environment for all.

Managing health and safety at our centre is a whole-of-team responsibility. We ensure we meet this responsibility by including Health and Safety as a permanent and separate item on the agenda of all staff meetings. In those discussions we review any incidents that have occurred since our last meeting, look for trends, consider additions or amendments to our Hazard and Risk Register and/or our range of Health and Safety policies and procedures.

All staff are engaged in examining our premises each day for evidence of emerging risks and maintenance issues requiring attention.

Our policy framework has been developed in accordance with the Ministry of Education's ECE Licensing Criteria and is focussed on establishing an environment focussed on prevention in which children and staff can be safe. This includes the policies in the following table:

<b>Our Health and Safety Policy Framework</b>	
<b>Prevention</b> <b>(What we do to avoid something happening)</b>	<b>Response</b> <b>(What we do when something happens)</b>
<b>HS2</b> Laundry Policy <b>HS3</b> Nappy Changing Procedure <b>HS4</b> Approved Fire Evacuation Scheme <b>HS5</b> Designated Evacuation Areas <b>HS6</b> Evidence heavy furniture is fixed <b>HS7</b> Emergency Plan <b>HS8</b> Emergency Drill Record <b>HS9</b> Sleep Procedure and Sleep Record <b>HS10</b> Evidence sleep furniture arranged properly <b>HS11</b> Evidence unused sleep furniture stored properly <b>HS12</b> Hazard & Risk Management Policy	<b>HS25:</b> Incident, illness and Accident Record; Incident Investigation form <b>HS34</b> Evidence where referrals have been made to external agencies (like Worksafe, Oranga Tamariki, Police, etc) and accepted, that MoE is advised

<p><b>HS12</b> Hazard &amp; Risk Identification and Register</p> <p><b>HS13</b> Evidence warm tap water is no higher than 40°C</p> <p><b>HS14</b> Evidence stored hot water is no higher than 60°C</p> <p><b>HS15</b> Evidence noise is controlled</p> <p><b>HS16</b> Animal Welfare Policy (where relevant)</p> <p><b>HS17</b> Outings &amp; Excursions Policy and Risk Assessment</p> <p><b>HS17</b> Outings and Excursions Record</p> <p><b>HS18</b> Motor Vehicle Transport Policy (HS18)</p> <p><b>HS18</b> Transport Approval Form (HS18)</p> <p><b>HS19</b> Food Safety Policy and Food Record</p> <p><b>HS20</b> Evidence food is prepared and stored hygienically</p> <p><b>HS21</b> Evidence safe drinking water is available (HS21)</p> <p><b>HS22</b> Evidence children are supervised while eating</p> <p><b>HS23</b> Evidence under-twos are fed appropriately</p> <p><b>HS24</b> Evidence room temperature is measured and monitored at least at 18°C 500mm from the floor</p> <p><b>HS25</b> Evidence one adult to every 25 children is present during eating times and holds a relevant first aid certificate, on display</p> <p><b>HS26</b> Infectious Diseases Policy</p> <p><b>HS27</b> Accident &amp; Illness Policy</p> <p>Medicines Policy</p> <p><b>HS28</b> Medicines Approval and Administration</p> <p><b>HS29</b> Evidence staff administering medicines have been trained</p> <p><b>HS30</b> Evidence soiled children are washed</p> <p><b>HS31</b> Child Protection Policy and Procedure</p> <p><b>HS32</b> Inappropriate materials Policy</p> <p><b>HS33</b> Alcohol and other Drugs Policy</p>	
--	--

Notwithstanding our best efforts to keep children and staff safe, we understand that accidents can occur.

We ensure all staff are first aid qualified. We ensure first aid supplies are available as and when required, accessible to staff.

We have incident reporting templates we use to record the circumstances of any incident that occurs, a copy of which (in the case of incidents involving children) is given to parents at the first opportunity.

In more serious incidents, we have practices in place to contact local general practice or emergency services to provide fast and effective response to those who may be sick or injured.

We have review and investigation systems in place to enable management to determine the root cause of any incident that may occur.

We have systems and policies in place to ensure any “Notifiable Incident” is reported to Worksafe straight away. Serious incidents that warrant the involvement of other agencies, such as Oranga

Tamariki or the Police, are in place and we acknowledge we are obliged to also notify the Ministry of Education should the involvement of another agency be confirmed (HS34).

## Relevant Background (including legislation/regulation references)

Health and Safety at Work Act 2015 and associated regulations

Education (Early Childhood Services) Regulations 2008

Ministry of Education Licensing Criteria for Education and Care Services

## 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.

## Review

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

<b>Authorised:</b>	Grow
<b>Date:</b>	Term 3 2023
<b>Review Date:</b>	Term 3 2024
<b>Consultation Undertaken:</b>	