

## Health and Safety Policy

**Reference:** Education (Early Childhood Services) Regulations 2008, regulation 46, 47  
Licensing Criteria for Early Childhood Education and Care Centres 2008, HS12, GMA8  
Health and Safety at work Act 2015.  
Ministry of Health, 1997, *Nga Kupu Oranga, Healthy Messages, a health and safety resource for early childhood services.*  
Canterbury District Health Board: Early Childhood Information Pack pg29 & 30

**Rationale:** At Little Explorers we see good maintenance and prevention of injury as the key to having a safe and healthy environment. This policy reflects the requirements of the Regulations and the Health and Safety at work Act that we observe. Little Explorers has injury prevention strategies to limit the number of unnecessary accidents that could occur in the centre. Although we recognize that some accidents and injuries are inevitable due to the age and developmental skill levels of the children we wish to minimize these and keep children and staff protected from harm and as safe as possible, while still maintaining our philosophy of free play and active exploration.

### Objectives:

- To provide a healthy, safe environment for all staff, children, parents, caregivers and visitors who attend Little Explorers.
- To ensure that children are kept from obtaining access to poisons at all times.
- To ensure the centre is kept free from pests and vermin at all times.
- To minimize the risk of injuries through preventative measures.
- To ensure that everyone is aware of possible hazards within our environment.

### Injury and Hazard Prevention:

Both the Nursery and Over 2's room have a Health and Safety File which contains a hazard list. The hazard list contains the centre's potential hazards and ways to eliminate, minimize or remove the hazard. New hazards are added as they are discovered. If required immediate action will be taken to minimise, isolate or eliminate the hazard otherwise it will be discussed at admin meetings once a month. The accident forms will also be reviewed at the admin meetings to see if possible hazards can be discovered from frequent accidents. The hazard list also informs staff of the hazard of back injuries and stress. All new staff members are informed of this file and use it as part of the daily centre routines.

If staff or parents have any concerns they can follow the complaints procedures policy. Staff that act in a manner that affects the safety of children or other staff will be dealt with through the centre's disciplinary procedures with the possibility of serious misconduct resulting in instant dismissal.

Staff will discourage behaviour that they believe could result in injury. Staff will also set and review the centre rules with the children throughout the year as they see fit.

## Playground

- Children are not allowed to climb on boundary fences.
- Centre playground safety checks are completed daily with maintenance being recorded in the maintenance book in the office.
- The management team will ensure that the lawns, garden and barked areas are maintained to an acceptable standard at all times.
- Approved matting and bark is used and maintained under climbing equipment and the climbing tree.
- Barriers are installed on ramps.
- A list of poisonous plants is kept in the Health and Safety File, this list describes plants and the parts that are poisonous. When any plant is purchased for the centre management checks that they are not on the list and will ask for advice from garden centres.
- Weeds are regularly removed outside child attendance hours with sprays being approved for use around children.

## Burns and choking

- Children must remain seated while eating and drinking.
- No **hot** drinks are to be drunk or carried around moving children.
- All electrical power points are covered with child safe plugs.
- The centre water temperature will be set at as close to as possible 40 Celsius in the bathroom and changing room areas.
- Children will not be allowed unsupervised in the kitchen.
- Staff will check the temperature of all heated bottles and heated food prior to offering them to children.
- Staff will always put in cold water first when putting warm water in the water trough.
- The centre is fitted with smoke detectors to warn if there is a risk of fire.
- Safety drills are practiced termly, as part of the centre's routines to ensure all staff and children are aware of the procedures should a fire occur. (As stated in the centre's Fire, Earthquake and Other Emergencies Policy)

## Inside injuries:

- Walking feet inside.
- Parents will be reminded to ensure that there are no dangerous objects in their child's bag while assessable at the centre.
- No baby or child will be left alone on a changing table or bench to prevent falling, staff will be aware of the child's physical development level.
- Safety harnesses will be used on strollers and indoor swings.
- The centre will not use baby-walkers.
- Safety catches are installed on child accessible windows.
- Chemical and cleaning products are safely stored out of children's reach in the kitchen or laundry. When chemicals are being used to clean staff must always be aware of children around them and never leave products unattended.
- Spilled objects are cleaned up immediately.
- If a staff member sees a potential hazard they must respond immediately.
- Broken equipment is immediately removed from children's use and stored in a storeroom (art room, meeting room or laundry) if it is possible to fix or disregarded if not.

- Equipment is assessed prior to purchasing and use for safety.
- All electrical cords in the preschool or nursery will be taped to the floor if possible.

### **General maintenance:**

- James Gaskell is the centre's builders and will complete any maintenance as required. The management team will seek any other tradesmen required for other jobs.
- Any required maintenance that is noted by team members will be recorded in the maintenance notebook and passed on to management.
- The maintenance of the ground will be the responsibility of the management team, this will be completed after centre hours unless children are not present in the environment being maintained.
- The repairs of broken equipment and maintaining of the centre are the responsibility of the management team, who may delegate jobs to other staff members when required or possible, any equipment found to be unsafe must be removed from the children's environment immediately.
- All staff will ensure that all equipment is stored safely and that the equipment and the building are in a safe and hygienic condition. Staff are responsible for informing the management team of any maintenance or hygiene issues that occur.
- The management team ensures that the centre has at least one portable phone and a centre cell phone available at all times in the event of an emergency for incoming and outgoing calls or TXT messages.
- Where possible signs will be displayed to prompt people of safe practices and the centre's procedures.
- All information received from OSH is kept in a file in the office. Information received will be discussed at staff meetings if relevant to the centre.

### **Pest and vermin**

- All staff are responsible for reporting to management any signs or visual sightings of pests or vermin.
- The premises are to always be maintained in a clean condition to discourage pests and vermin
- Rubbish is kept outside in secure bins. This is removed by a commercial rubbish collector weekly.
- Where possible non chemical alternatives will be used.
- Any issues and actions taken that occur will be recorded in a file in the office.
- The centre's preferred pest control contractor is:  

**Rentokil : 0800 736 865**
- In the event of a pest infestation, the pest control contractor shall be engaged.
- All products must meet the approval for public health use by the pesticides board.
- All chemicals will be applied in accordance with the manufactures guidelines.
- Where fly spray is used, it will contain the active ingredient, pyrethrum. A natural approved spray will be used in the preschool on a timer. Dead flies will be removed immediately when noticed. In the nursery spraying will be undertaken in the absence of children.
- No poisons are to be applied during the operational hours of the centre.

**Approved:** 15/09/07

**Last Reviewed:** 14/04/16