



## **Health & Safety Policy**

### ***Rationale/Purpose***

To ensure the health and safety of all children and staff at our centre.

### ***Purpose:***

To implement procedures that support the Education (Early Childhood Centres) Regulations

### ***Broad Guidelines:***

Health:

- Any health problems/needs are recorded on enrolment forms.
- A list of children's allergies is kept on the kitchen fridge for staff reference.
- A note of all accidents is written in the accident book.

Safety Procedures:

- Fire, earthquake and civil defence evacuation drills and strategies are in place. These are displayed on the centre wall and are practised each school term, and records of this are kept.
- Parents will be advised on centre emergency procedures.
- Emergency contact numbers will be regularly updated.
- Daily check of the indoor and outdoor environment will be carried out.
- Hazards will be identified, recorded and isolated and fixed as soon as possible.

### ***Process:***

Staff will ensure that;

- the premises are kept in a safe and hygienic manner at all times.
- All centre play equipment and materials are safely stored and secured.
- equipment stored above child's height to be secured to avoid any accidents
- all floor and table top surfaces to be cleaned a minimum of once a day, with the exception of food/kai tables which will be thoroughly cleaned after each use.
- the microwave and fridge is thoroughly cleaned at least once a week or as necessary to maintain a hygienic standard.
- all play equipment will be sanitized as outlined in the equipment policy.
- children will wash hands in the bathroom wash basin with liquid soap and paper towels will be used to dry hands, before food/kai and that the children's hands and faces are washed after food/kai times. Dampened individual wash cloth's will be supplied to wash hands and mouth after kai before play continues.
- all kitchen utensils used for food preparation are to be kept in the appropriate kitchen storage area.
- all bathroom/toilet and kitchen cleaning equipment is clearly labelled and used accordingly.
- the toilets, hand-basins, washbasins, walls and floors are cleaned and sanitized a minimum of once a day.
- no persons are to sit upon surfaces where food is served or prepared.
- Records are kept in the form of accident, medicine, illness books.
- All teachers hold current first aid certificate.
- Poisons are kept in teacher only areas.
- First Aid Kits are kept replenished by the person responsible and kept out of reach of children.
- Staff and management will follow all procedures to keep compliant with the Health & Safety in

## Employment Act.

Staff having identified any safety and hygiene issues will report these to the Health and Safety Officer of the Centre.

**The Health and Safety Officer** will be responsible for:

- 1 Reporting all incidents to Management.
- 2 That Management will respond and undertake to seek a solution to the issues as deemed necessary.
- 3 Management will report back to the Health and Safety Officer for the purpose of signing off.

### ***Lines of Responsibility:***

All staff, health and safety officer and management

### ***Links to Other Documentation:***

Te Whaariki – St.1 G.3 O6; St.1 G.3, O7; St.2 G.4, O2

DOP's 5A

Regulation 24

Date: April 2010

Signed:

Review Date: April 2011

Responsibility for Review: Principal Teacher