

Agapé Christian Preschool

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 1998.

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 and earthquake evacuation drills 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 outdoor area will be carried out.

Process:

Staff will ensure that;

- the premises are kept in a safe and hygienic manner at all times.
- all 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 and high-chairs 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 before food/kai and that the children's hands and faces are washed after food/kai times, with the dampened individual face cloth's supplied before play continues.
- all kitchen utensils used for food preparation are to be kept separate from art materials when washing or during preparation.
- 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 or as deemed necessary.
- no persons are to sit upon surfaces where food is served or prepared.

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: 11 July 2007

Signed:

Review Date: April 2008

Responsibility for Review: Principal Teacher

Staff will ensure that;

- 1 a) the premises are kept in a safe and hygienic manner at all times.
- b) all equipment and materials are safely stored and secured.
- c) equipment stored above child's height to be secured to avoid any accidents
- d) all floor and table top surfaces to be cleaned a minimum of once a day, with the exception of food/kai tables and high-chairs which will be thoroughly cleaned after each use.
- e) the microwave and fridge is thoroughly cleaned at least once a week or as necessary to maintain a hygienic standard.
- f) all play equipment will be sanitized as outlined in the equipment policy.
- 1 a) children will wash hands before food/kai and that the children's hands and faces are washed after food/kai times, with the dampened individual face cloth's supplied before play continues.
- d) all kitchen utensils used for food preparation are to be kept separate from art materials when washing or during preparation.
- e) all bathroom/toilet and kitchen cleaning equipment is clearly labelled and used accordingly.
- f) the toilets, hand-basins, washbasins, walls and floors are cleaned and sanitized a minimum of once a day or as deemed necessary.
- g) no persons are to sit upon surfaces where food is served or prepared.

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.