

Health & Safety Policy

Rationale:

To ensure safe, healthy and hygienic practices are upheld in order to promote the health and safety of tamariki, kaiako and staff while at kindergarten. This policy is written in line with: the requirements of the Ministry of Education Licensing Criteria: HS1, HS12-15, HS24, Education (ECS) Regulations 2008: 46 and the Health and Safety at Work Act 2015.

Te Whāriki:

Well-being/Mana atua: Tamariki experience an environment where they are kept safe from harm.

Procedures:

Responsibilities

1. Governance and management are responsible for providing and maintaining:
 - a) A safe working environment.
 - b) Safe systems of work that prevent accidents and cases of work-related ill-health by managing health and safety risks in the workplace.
 - c) Equipment in safe condition.
 - d) Facilities for the welfare of all staff.
 - e) Engagement and consultation with employees on day-to day health and safety conditions.
 - f) Clear instructions, information, and adequate training, to employees, contractors, and volunteers to ensure they are competent to do their work safely regarding health and safety.
 - g) Holding up-to-date, readily available emergency details for each tamaiti, kaiako and the school's emergency response team.
 - h) Notifying necessary agencies, such as Worksafe, Regional Public Health and the Ministry of Education, of any serious injury, illness, or incidents, as required.
2. Kaiako & staff are responsible for:
 - a) Ensuring their own personal health and safety, to ensure that they are fit to work with tamariki in line with the Early Childhood Regulations, 2008.
 - b) Complying with any reasonable directions given by governance and management for health and safety.
 - c) Participating in health and safety training and ensuring they know, understand, and implement all health and safety related policies and procedures.
 - d) Keeping accurate and up-to-date records in the accident, illness, incident and medicine registers.
 - e) Holding up-to-date and readily available emergency details for each tamaiti.
3. All people who are regular visitors to the kindergarten are expected to:
 - a) Be familiar with Te Rāwhiti Kindergarten health and safety related policies.
 - b) Report any hazards, incidents, or accidents they see to management.

Health and Safety Coordination

4. A Health and Safety Coordinator will be nominated in February of each year and is responsible for:
 - a) Managing medical supplies, including ordering and budget;
 - b) Managing the spaces for sick tamariki to ensure that cleanliness and hygiene of the cabinets, supplies, and sick beds;
 - c) Checking the Accident and Illness Registers each term and identifying and investigating any health and safety issues;
 - d) Overseeing all major incidents until completed;
 - e) Supporting staff to manage day-to-day issues (if necessary);
 - f) Managing the correct procedures for dealing with medicines and safe storage;
 - g) Overseeing the accurate completion of the accident, illness, incident and medicine registers and ensuring they are kept up-to-date.
5. All Kaiako receive up-to-date first aid training. The kindergarten will have at least one first aid qualified person present for every 25 tamariki attending at all times.
6. Records are kept in the form of accident, illness, incident and medicine reports.
7. Earthquake, fire and civil defence drills and strategies are in place. See Emergency Procedure Policy for kindergarten.

Hazard Identification & Elimination

8. In managing risk effectively, all staff take every precaution to ensure tamariki, other staff and visitors are safe from harm. This includes reporting any unforeseen risks to the kindergarten kaiārahi.
9. Kaiako check the grounds, both indoors and outdoors, at the beginning of each day for hazards using the Daily Hazard Checks (below) and any cause for concern is reported to the kaiārahi. The hazard is then analysed by the kaiārahi and/or caretaker who decide on appropriate action in order to swiftly eliminate, isolate or minimise the risk. All identified hazards are recorded in the Hazard and Risk Management Register (below) by the kaiārahi.
10. Any staff member who has identified a risk has a duty to take reasonable care and is required by the Health and Safety at Work Act 2015 (SSWA 2015) to take immediate actions to manage, isolate or eliminate the risk and will notify the kaiārahi immediately.
11. Each kindergarten class has a copy of the Hazard and Risk Management Register, filed within the operations folder located in each kindergarten room. The register includes identified hazards, risk assessment, and ongoing management strategies.
12. Accidents/incidents of tamariki are recorded on the accident register and parents are asked to site and sign this. Kaiako are responsible for identifying hazards from these accidents/incidents and notifying the kaiārahi.

Premises

13. Te Rāwhiti kindergarten employs a cleaner who thoroughly cleans the premises at the end of each day of operation (cleaning schedule below).
14. Poisons and hazardous chemicals/materials are not accessible to tamariki.
15. There is a separate space, aside from kitchen and bathrooms, for the preparation and cleaning up of paint and other art materials.
16. Civil Defence Kits are checked and restocked as necessary every 12 months.
17. Kitchen and cooking facilities are designed to prevent tamariki from unsupervised access and will be locked at all times during session.

18. A maintenance record is kept by the caretaker who will record every repair and maintenance job done on any land, building, and piece of equipment.
19. Heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured.
20. Rooms used by tamariki are kept at a comfortable temperature, no lower than 18°C during licensed hours.
21. Tempering valves have been installed to ensure the water temperature on taps accessible to tamariki are no hotter than 40°C and comfortable for their use. Hot water cylinders store water at minimum 60°C to avoid unwanted bacterial growth.
22. Environments have been adapted to ensure noise levels do not interfere with normal speech and/or communication or cause distress or harm to any of the tamariki.
23. A bleach solution of 1 part bleach and 10 (10ml bleach – 100ml H₂O - 1:10) parts water will be used on high-risk surfaces i.e. nappy change areas and toilets. For surfaces where kai is prepared or eaten, environmentally friendly disinfectant is used to sanitize surfaces.
24. All spray bottles are labeled clearly, indicating their contents.

Links To:

- Implementing the Health and Safety at Work Act 2015 - A guide for early learning services (April 2016).
- Food Regulations 2015
- Sick or Soiled Children Procedure
- Hygienic Laundering Procedure
- Sleep Policy
- Food Policy
- Poisonous Plants Policy
- Animals Welfare Policy
- Supervision Policy
- Child Health Policy

Authorised:	Shelley Wrigley
Date:	28 October 2021
Review Date:	28 October 2023
Consultation Undertaken:	Yes

Cleaning Schedule:

ALL CLASSROOMS

1	Dust, disinfectant and wipe down all Clear Surfaces, spot cleaning of glass in doors	Y
2	Wet Mop Classroom Floors and foyers (including skirting boards)	Y
3	Spot wipe marks on walls and hard surfaces	Y
4	Replace paper handtowels, handsoaps and top up toilet paper as required	Y
5	DETAIL clean of all toilet , urinals and handbasins, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces and wet mop floors	Y
6	Wipe down all door handle on the entrance point to every room	Y
7	Vaccum and wet mop floors in Class 1, Class 2, Class 3	Y

RAUMATI KINDERGARTENS AND NURSERY

1	Vacuum all Classroom Carpets and Foyers	Y
2	Dust, disinfectant and wipe down all Clear Surfaces, spot cleaning of glass in doors	Y
3	Wet Mop Classroom Floors and foyers (including skirting boards)	Y
4	Spot wipe marks on walls and hard surfaces	Y
5	Replace paper handtowels, handsoaps and top up toilet paper as required	Y
6	DETAIL clean of all toilet , urinals and handbasins, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces and wet mop floors	Y
7	Wipe down all door handle on the entrance point to every room	Y

STAFFROOM BUILDING

1	Staffroom - vaccuum, wet mop, dust and disinfect and wipe down all surfaces	Y
2	Staff room - clean main kitchen, disinfect and wipe down all surfaces, wet mop floors	Y
3	DETAIL clean toilets and handbasin, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces. Clean Shower	Y
4	Disinfect and wipe down all surfaces in the Handwork room and side room in the staffroom, including door handles.	Y

SCHOOL OFFICE

1	School Office - vacuum all office spaces and hard floors in corridor and bathroom, Dust, disinfect and wipe down all flat surfaces and spot clean glass	Y
2	Library and Teaching space in admin block - vacuum both spaces. Dust, disinfect and wipe down all flat surfaces	Y
3	Wet mop hard surfaces	Y
4	DETAIL clean of all toilet , urinals and handbasins, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces and wet mop floors	Y
5	Disinfect and wipe down all flat surfaces in kitchen area. Vaccum and wet mop floor	Y

SCHOOL HALL

1	School hall - Vacuum carpet, clean kitchen (including disfecting and wiping down flat surfaces), spot wipe walls and doors, spot clean glass	Y
2	School Hall - Wet mop all hand floor surfaces	Y
3	DETAIL clean of all toilet , urinals and handbasins, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces and wet mop floors	Y
4	Clean kitchen, disinfect and wipe down all surfaces, wet mop floors	Y

PAEKAKARIKI KINDY

1	Vacuum all Classroom Carpets and Foyers	Y
2	Dust, disinfectant and wipe down all Clear Surfaces, spot cleaning of glass in doors	Y
3	Wet Mop Classroom Floors and foyers (including skirting boards)	Y
4	Spot wipe marks on walls and hard surfaces	Y
5	Replace paper handtowels, handsoaps and top up toilet paper as required	Y
6	DETAIL clean of all toilet , urinals and handbasins, including behind the toilets and basins, and around taps and drains. Disinfect and wipe down all flat surfaces and wet mop floors	Y
7	Wipe down all door handle on the entrance point to every room	Y

Daily Hazard Checks:

Daily Hazard Checks



Kindergarten Room: _____

Week Beginning: _____

Week Beginning: _____

Monday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Monday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Tuesday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Tuesday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Wednesday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Wednesday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Thursday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Thursday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Friday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Friday	Initial:
Fire exits	
Cleaning agents, medicines, poisons etc	
Electrical sockets/appliances	
Hazards in the kitchen/laundry	
Toilets checked/clean	
Vandalism, dangerous objects, foreign materials	
Equipment faults	
Fences/gates/doors secure	
Sandpit and garden i.e. poisonous plants	
Bodies of water	
Notes:	

Te Rāwhiti Kindergarten Daily Hazard Checks 2021

Hazard & Risk Management Register:

Hazard Details	Risk	Date	Risk Assessment		Eliminate? Isolate? Minimise?	Action	Person Responsible	Review Date & by Who
			Likelihood High, Med, Low	Impact High, Med, Low				
Hot plates/Oven	Child getting burnt	Ongoing	Low	Med	Minimise	Keep gate to kitchen closed. Supervise	Kaiako & Assistants	
Cleaning products	Poisoning through ingestion	Ongoing	Low	Med-High	Isolate	Keep cleaning products looked or out of reach	Kaiako & Assistants	
High Shelves	Injury from heavy objects falling	Ongoing	Low	Low-High	Eliminate	Place heavy objects on lower shelves where they can't fall on anyone.	Kaiako & Assistants	
Fire Matches	Child burns themselves or lights a fire	Ongoing	Med	Med	Minimise/Isolate	Keep out of reach of children and supervise use	Kaiako & assistants	
Electrical Sockets	Electrocution	Ongoing	Low	High	Isolate	Childproof safety plugs in all unused sockets. Supervise inside play	Kaiako & Assistants	
Fire Exit Doors	Difficulty evacuating in fire emergency	Ongoing	Low	High	Minimise	Keep exits clear of obstructions e.g., shoes, bags, furniture, toys etc.	Kaiako & Assistants	
Shed Equipment	Injury from unsupervised use	Ongoing	Low	Low	Minimise	Kaiako to supervise. Shed to be locked.	Kaiako	
Poisonous Tree: Kowhai Tree	Poisoning. Tummy Upset	Ongoing	Low	High if chewed	Minimise	Educate children & sweep up seeds.	Kaiako	
Poisonous Plants	Poisoning	Ongoing	Low	Low-High	Eliminate	Ongoing checks & immediate removal. Staff are familiar with poisonous plants list	All staff & whanau	
						provided by the ministry https://bit.ly/35iRjcc		
Fungus/Fungi	Poisoning	Ongoing	Low	High	Minimise	Regular checks & removal if poisonous or unsure of whether poisonous	All staff & whanau	
Water in Barrels/Surface Ponding	Drowning	Ongoing	Low	High	Minimise	Supervise all water play	Kaiako, Assistants	
Tools: knives, scissors, saws, hammers etc.	Cuts, injury from use	Ongoing	Med	Low	Minimise	Knives and scissors are round-ended. All tool use is supervised at all times	Kaiako & Assistants	
Tall Heavy Furniture	Injury from being squashed by	Ongoing	Low	Med	Eliminate	Secure all tall, heavy furniture to walls	Kaiako, Assistants, Emile	
Chickens	Bacterial Gastrointestinal Infection: Salmonella & Campylobacter. Faecal-oral transmission	Ongoing	Low	Med	Minimise	Check play area for chicken droppings and remove. Wash hands after outside play. Chickens able to be locked in cage. Rake sandpits at end of session	Kaiako, Assistants	
Dogs	Person being bitten. Physical & emotional distress.	Ongoing	Low	Med	Minimise	Educate children in good dog handling e.g., 'gentle hands' and ensure dogs temperament is appropriate for an ECC. Follow policy on dogs. Dogs can be restrained at any time. Children and staff wash hands after dog handling.	Kaiako, Assistants	

Trees	Injury from falling	Ongoing	Med	High	Minimise	Monitor and Educate children to climb no higher than 1.5m	Kaiako, Assistants	
Swing	Injury from falling off swing or being hit by person swinging	Ongoing	High	Med	Minimise	Educate and supervise safe use of swings. E.g., waiting at a certain distance for your turn. Holding on tight. Provide 'soft landing' matts/bark	Kaiako, Assistants Emile	
Hanging Ropes	Suffocation/Strangulation	Ongoing	Low	High	Eliminate	Assess all hanging ropes for strangulation potential and remove if necessary. Especially long, thin ropes that could act like a noose. Supervise all outdoor play.	Kaiako, Assistants, Emile	
Gate/Fencing	Child escaping kindergarten space and being unsupervised, lost	Ongoing	High	Low	Minimise	Ensure child-proof gate latch is always working and gate swings closed unassisted. Monitor outdoor play	Kaiako & Emile	
Heaters	Burns from heater	Ongoing			Minimise	Heater guards or out of reach	Kaiako & Emil	
Electrical appliances	Fire or electrocution from unsafe cords/appliances	Ongoing	Low	High	Minimise	Appliances to get electrical certification every 12mths. Cords kept in good condition and plugs not suspended in air. Stored out of reach of children.	Kaiako, Assistants & Emile	
Outdoor Fire Pit	Burns from fire	Ongoing	Med	Low-High	Minimise	Children seated when around fire. Have method of extinguishing on hand. Children know only teachers put wood on fire when alight.	Kaiako & assistants	