

## Health and Safety Policy

At Tuakau Learning Centre we want to take all reasonable steps to ensure that we identify, minimise or remove health and safety concerns to protect all those involved with the centre from harm. To ensure we take all reasonable steps to protect the health and safety of staff, children, whānau, caregivers and visitors at Tuakau Learning Centre the following will apply:

### **Contractors/Tradespeople**

Prior to any work commencing the information in Appendix 1a will be obtained. No contractor or tradesperson will be left alone at any time with any children as per the Children's Act 2014. Discussion about risk management and safety whilst the work is completed will be carried out and documented.

[Risk Register Template](#)

[Hazard Checklist Template](#)

### **Emergency Policy and Plans**

These are to be regularly reviewed by staff and whānau within the centre. This includes evacuation plans and procedures, drills, responses, and reviews etc.

[Emergency Plans and Procedures](#)

### **Training/Instruction/Support**

All hazards, risks and concerns are brought to the attention of management and documented on the hazard identification checklist.

Accidents are recorded in accident books or the staff accident book and management are notified.

Information in the induction process for new staff clearly outlines health and safety requirements and processes. Staff need to read policies and ensure they understand these. Staff will be told about the use of any PPE e.g. gloves for changing, or when dealing with any bodily fluid. Staff will be informed of where other protective equipment is located e.g. disinfectant, fire signs and notices, first aid kits, civil defence kit. Staff will also be notified about where hazardous products are stored in both centres.

Staff will be informed of safe work practices e.g. no lifting of heavy children when changing (rather using the stairs where applicable - weight?), wearing gloves for changing, and no hot drinks around children.

All certificated staff will hold a current first aid certificate.

[Employment Contracts](#)

[Position Descriptions](#)

[Policies and Procedures](#)

[Induction Checklist](#)

[Accident Book Reviews](#)

## **Access to facilities for the welfare of staff/children**

At Tuakau Learning Centre all staff/children will be provided with toilets, handwashing facilities, drinking water, places to eat, drink, and have a break. These will be in good working order, clean, safe and accessible.

*Building WOF/Compliance Certificate*

*Regulations / Licensing Criteria*

## **First Aid equipment and training**

All certificated staff will be required to maintain a current first-aid certificate. A staff member trained in first aid will be available at all times that children are present at the centre. First aid kits are located in the laundries of both centres and are checked for adequate supplies every 3 months. Accident books are monitored every three months to ensure preventable accidents are being identified and other accidents can be minimised or reduced. These reviews are conducted by a Manager and then the information communicated with staff.

*List of trained staff with first aid and expiry dates*

*Regulations / licensing criteria*

*First Aid Kit 3 monthly checks*

*Review of accident books*

## **Provide and maintain a work environment, plant and systems (including fixtures and fittings) that are without risks to health and safety, and ensure the safe use, handling and storage of plant, structures and substances**

Staff need to know how to use the equipment within the centre including safety gear e.g. gloves for changing. Regular building checks including a Building Warrant of Fitness will be kept up to date and displayed. Fire and safety equipment checks will occur (conducted by outside agency JW Fire) and folders kept up to date. Staff will be required to complete and sign daily hazard checks. Equipment brought into the centre will be used according to the manufactures/designer's instructions.

*Building Warrant of Fitness*

*Code Of Compliance*

*Fire and Safety Checks (JW Fire)*

*Hazard Checklists and records*

*Equipment and Purchase manuals*

*PPE*

## **Personal Protective Equipment**

Staff must use personal protective equipment provided. e.g. gloves

*Nappy changing policy*

*Vomiting and diarrhea procedures*

*First aid policies and procedures*

## **Notifying and Recording**

Records of serious injuries or accidents at Tuakau Learning Centre need to be recorded and if required, WorkSafe NZ need to be notified. The records must be kept for five years from the notifiable event.

[Staff accident record book](#)

[Accident Books](#)

[Accident Policy](#)

## **Monitor the health of workers and the conditions at the workplace to prevent illness or injury.**

In order to maintain current Health and Safety practices, the policy will be reviewed yearly. Accident books will be reviewed every three months to ensure that we reduce, minimise, or remove any health and safety concerns.

This will include but is not limited to:

Regular external checks of the building and fire systems

Daily hazard checklists completed.

Hazard schedule reviewed and completed.

Completing emergency drills and reviewing/recording these.

Supporting staff with a return to work following an injury or illness.

[Accident and Illness policies](#)

[Fire and Building checks \(JW Fire\)](#)

[Hazard Checklists and sheets](#)

[Emergency Policy](#)

[Emergency Drills and Reviews](#)

## Appendix

### 1a) Contractor and Trade information sought prior to work beginning:

- Name of the nominated contact person from both parties
- Information from the contractor about hazards they may bring on-site or create
- Procedure for reporting hazards and injuries and incidents
- Emergency first aid procedures
- What safety equipment is required
- What areas of the business will need to be restricted
- Any additional business rules that the contractor will need to adhere to
- Any work that needs to be notified to WorkSafe New Zealand

### 1b) A Notifiable Event:

- The death of a person
- A notifiable injury or illness
- Or a notifiable incident (i.e. a near-miss) that arises from work

### 1c) A Notifiable Incident:

An unplanned or uncontrolled incident in the workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to a variety of hazards including:

- An escape, spillage or leakage of a substance
- An implosion, explosion or fire
- An escape of gas, steam or a pressurised substance
- Electric shock
- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorized for use in accordance with regulations
- The collapse or partial collapse of a structure

### 1d) A Notifiable Injury or Illness: In relation to a person, is one that requires the person to:

- Have immediate treatment (other than first aid) for any of the following:  
Amputation of any part of his or her body, serious head or eye injury, or a serious burn, separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of bodily function, serious lacerations
- Be admitted to the hospital for immediate treatment
- Have medical treatment within 48 hours of exposure to a substance

A notifiable injury or illness also includes any serious infection to which the carrying out of work is a significant contributing factor.

**Next Review Date:** *March 2023*

**Signed:** \_\_\_\_\_

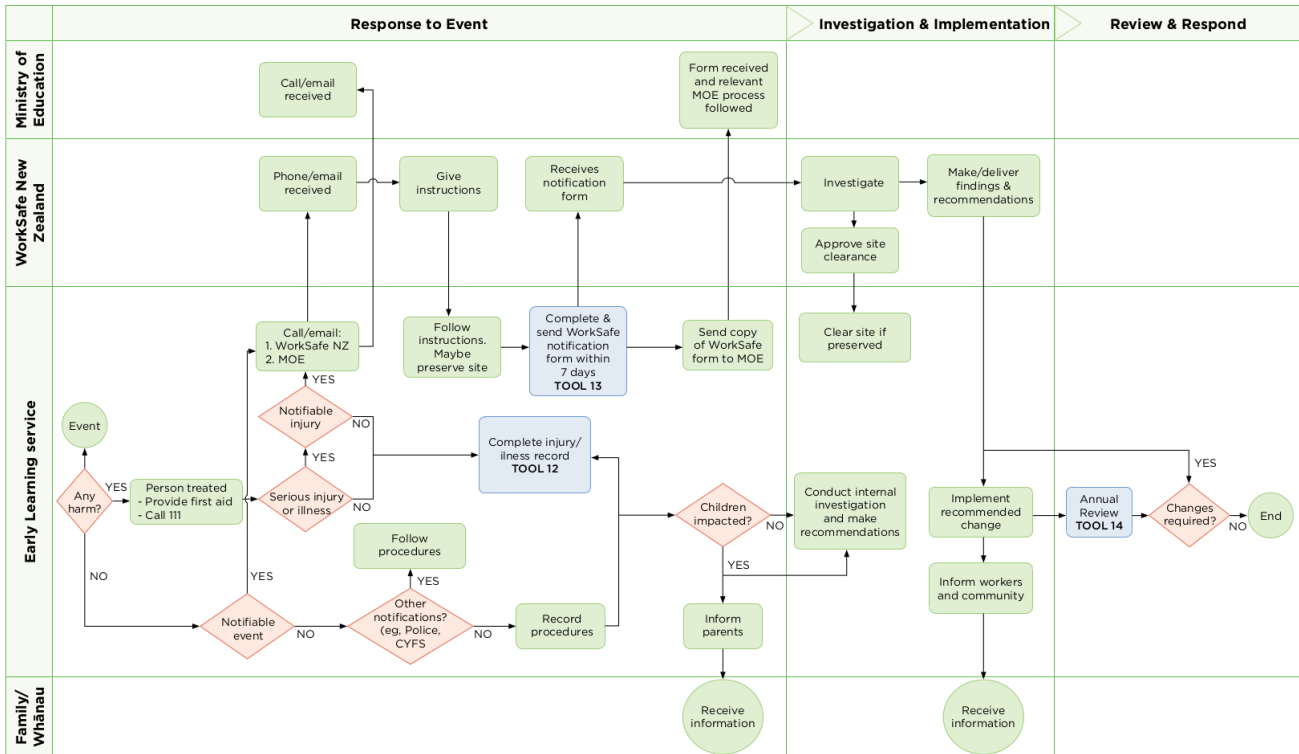
*Licensing criteria for ECE services 2008 - HS1, HS2, HS3, HS4, HS5, HS6, HS7, HS8, HS12, HS26*

# Hazard Identification Register

Date	Hazard Identified	Immediate attention?		Actions taken to minimise		Actions to be taken to fix?	Person responsible to fix	Date to be completed by	Completed (date and initials)
		Yes	No	Yes	No				

### Tool 11: Injury and incident procedure flowchart

This flowchart sets out the decisions and actions to be taken in the event of injury or incident.



# RISK MANAGEMENT FORM

**Destination and address:** \_\_\_\_\_

**Route taken:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Staff member responsible with current first aid certificate:** \_\_\_\_\_

**Approximate leave time:** \_\_\_\_\_ **Approximate return time:** \_\_\_\_\_

**Approximate return time:** \_\_\_\_\_ **Mobile phone number:** \_\_\_\_\_

**Names of children:** \_\_\_\_\_  
(check if any medication needed accompanied with administering details)

**Number of children attending:** \_\_\_\_\_

**Number of adults attending:** \_\_\_\_\_

**Adult:child ratio:** \_\_\_\_\_  
(1:3 under two's and 1: over two's)  
(Around water 1:2 for all)

**Transportation:** \_\_\_\_\_ **Walk**

**Medication needed:** \_\_\_\_\_  
(list names of children and medication required - administering form attached)

**Names of adults:** \_\_\_\_\_

**Pre-site visit completed:** Yes or No **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

IDENTIFIED HAZARDS:	ACTIONS TO BE TAKEN:
Sun	Sunscreen to be applied and hats to be worn
Crossing roads/driveways/carparks	Teacher leading walk, children holding hands, with a teacher on footpath, wearing high visibility vests, discussions about road safety
Playground equipment	100% attention and supervision by teachers and other adults at all times
Open space	Communication and consistency around boundaries
Entrance/exit door to building	Staff to monitor doorways at all times and keep doors closed when possible
Stray animals	Keep calm, remind children not to approach animal, avoid contact, reassure children, then when at a distance phone/report to animal control if possible
Glass or rubbish on walking area	Suitable footwear to be worn
Dehydration	Drinking water on site, or take water bottles
Child injury	Trip bag with first aid kit
Water	Keeping away from water's edge unless swimming then provide a 1:2 adult:child ratio and where possible 1:1 ratio

Centre Manager signed: \_\_\_\_\_ Date: \_\_\_\_\_

# RISK MANAGEMENT FORM

**Destination and address:** \_\_\_\_\_

**Route taken:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Staff member responsible with current first aid certificate:** \_\_\_\_\_

**Approximate leave time:** \_\_\_\_\_ **Approximate return time:** \_\_\_\_\_

**Approximate return time:** \_\_\_\_\_ **Mobile phone number:** \_\_\_\_\_

**Names of children:** \_\_\_\_\_  
(check if any medication needed accompanied with administering details)

**Number of children attending:** \_\_\_\_\_

**Number of adults attending:** \_\_\_\_\_

**Adult:child ratio:** \_\_\_\_\_  
(1:3 under two's and 1: over two's)  
(Around water 1:2 for all)

**Transportation:** \_\_\_\_\_ **Vehicle**

**Medication needed:** \_\_\_\_\_  
(list names of children and medication required - administering form attached)

**Names of adults:** \_\_\_\_\_

**Pre-site visit completed:** Yes or No **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

IDENTIFIED HAZARDS:	ACTIONS TO BE TAKEN:
Sun	Sunscreen to be applied and hats to be worn
Crossing roads/driveways/carparks	Teacher leading walk, children holding hands, with a teacher on footpath, wearing high visibility vests, discussions about road safety
Playground equipment	100% attention and supervision by teachers and other adults at all times
Open space	Communication and consistency around boundaries
Entrance/exit door to building	Staff to monitor doorways at all times and keep doors closed when possible
Stray animals	Keep calm, remind children not to approach animal, avoid contact, reassure children, then when at a distance phone/report to animal control if possible
Glass or rubbish on walking area	Suitable footwear to be worn
Dehydration	Drinking water on site, or take water bottles
Child injury	Trip bag with first aid kit
Water	Keeping away from water's edge unless swimming then provide a 1:2 adult:child ratio and where possible 1:1 ratio
Vehicle accident	Follow first aid procedures

Centre Manager signed: \_\_\_\_\_ Date: \_\_\_\_\_

HAZARD IDENTIFICATION		RISK ASSESSMENT			CONTROL METHOD			REVIEW	
Hazard	Description of likely injury or illness	Likelihood of injury or illness	Consequence	Risk rating	Eliminate, Minimise, Other control	How the control will be put in place	By whom By when	Review date	Control effective? Further control needed?
<b>ADMINISTRATION</b>									
Interactions with hostile parents	Could lead to stress and/or harm	Rare	Moderate	Moderate	Minimise by administrative controls and support for situations	Staff communication of how to deal with parents. Support from other staff if a situation is witnessed with a hostile parent.	All staff Ongoing	Annual and after incidents	
<b>WORKING WITH CHILDREN/PROFESSIONAL DUTIES</b>									
High noise levels		Likely	Moderate	Moderate	Minimise by teaching methods and controls	Monitor noise levels throughout the centres	All staff Ongoing		
Being hit by objects either held or thrown		Likely	Moderate	Moderate	Minimise by using teaching strategies, being very aware of surroundings	Monitoring surroundings, understanding which children pose more of a risk			Support from outside agencies
Unwell children attending the centre	Passing on illnesses and infections to others in the centre	Likely	Moderate	Moderate	Minimise by sending unwell children home and closely following the illness policy	Monitor children's wellbeing and respond quickly when a child is unwell	All staff Ongoing		Illness and Infectious Diseases policy

<b>INDOOR</b>									
Storage of Resources	Hit by falling objects	Unlikely	Minor	Moderate	Eliminate	Ensure no frequently used objects are stacked or stored above head height. Install restraints to prevent objects falling from open shelves	All staff Ongoing		
Objects/resources on the floor	Falling/tripping over a resource on the floor	Likely	Moderate	Moderate	Minimise by picking up resources dropped on floor	Monitor surroundings, pick up objects off the floor	All staff Ongoing		
<b>OUTDOOR</b>									
Storage of heavy moveable equipment	Back injuries	Likely	Moderate	High	Minimise by administrative controls	Give staff ACC back safety information.  Set weight limits on objects for lifting. Implement procedure for moving			
<b>EMERGENCY MANAGEMENT</b>									
Grouping and movement of children to an unfamiliar place, in a time constrained manner for a drill or emergency situation	Accounting for all children at all times, children in very close proximity to other children	Rare	Rare	Rare	Use of roll calls and close staff monitoring to reduce the risks	Procedure for emergency drills to follow in a drill or emergency situation	All staff Ongoing		Emergency Plans/policies and drills

Use of cleaning products	Skin burns Poisoning	Rare	Major	Significant	Minimise by isolation and/or PPE	Procedure for use and storage eg. lock away when not in use; wear gloves; don't use when children in vicinity; label products clearly	All staff Ongoing	Daily hazard check	
<b>FOOD PREPARATION</b>									
Serving of food within the centre	Risk of contamination with children of food from coughing, sneezing etc.	Likely	Moderate	Moderate	Minimised by staff serving food, the use of gloves and tongs	Procedure for serving children food, the use of tongs, gloves. Not having sick children at the centre	All staff Ongoing		Food and drink policy
<b>FACILITIES/PROPERTY MANAGEMENT</b>									
External objects and materials in the playground	Glass, rubbish, cat faeces being present in the playground	Likely	Moderate	Moderate	Remove through checks in the morning	Procedures for checking the playground for foreign objects that may have appeared over night	All staff Ongoing		Daily hazard checklist

**Nga Tuakana/Centre 2 Daily OSH Check List** - Please initial once check

	Date/Sign	Date/Sign	Date/Sign	Date/Sign	Date/Sign
Indoors - to be completed by opening teacher before children's arrival					
Room Temperature 16°-20° (During covid 18°-20°)	AM	PM	AM	PM	AM
Fire Exits/gates clear & open					
Water Temperature (Children's)					
Electrical hazards (plugs and cords)					
Equipment is stored to meet earthquake safety standards.					
No hazards in kitchen or laundry.					
Chemicals stored safely					
Body wash facility is clear from obstructions					
Consider equipment that could cause choking.					
Broken Equipment removed.					
Outdoors - to be completed before children go outside					
No pooling of water in playground.					
Sandpit/bark checked for faeces (raked each day)					
Fences and internal/back gates secure.					
Check for poisonous plants.					
Climbing equipment safe. (minimum 1.5m from edge of safe fall)					
Check for bug habitat between bark and fence					
Actions required for compliance.					

**Nga Teina/Centre 1 Daily OSH Check List** - Please initial once check

	Date/Sign	Date/Sign	Date/Sign	Date/Sign	Date/Sign
Indoors - to be completed by opening teacher before children's arrival					
Room Temperature 16°-20° (During covid 18°-20°)	AM	PM	AM	PM	AM
Fire Exits/gates clear & open					
Water Temperature (Children's)					
Electrical hazards (plugs and cords)					
Equipment is stored to meet earthquake safety standards.					
No hazards in kitchen or laundry.					
Chemicals stored safely					
Body wash facility is clear from obstructions					
Consider equipment that could cause choking.					
Broken Equipment removed.					
Outdoors - to be completed before children go outside					
No pooling of water in playground.					
Sandpit/bark checked for faeces (raked each day)					
Fences and internal/back gates secure.					
Check for poisonous plants.					
Climbing equipment safe. (minimum 1.5m from edge of safe fall)					
Check for bug habitat between bark and fence					
Berries removed from cherry tree					
Actions required for compliance.					

**Ruma Potiki Daily OSH Check List** - Please initial once check

	Date/Sign	Date/Sign	Date/Sign	Date/Sign	Date/Sign
Indoors - to be completed by opening teacher before children's arrival					
Room Temperature 16°-20° (During covid 18°-20°)	AM	PM	AM	PM	AM
Water Temperature (Children's)					
Electrical hazards (plugs and cords)					
Equipment is stored to meet earthquake safety standards.					
Chemicals stored safely e.g spray bottles, dishwashing liquid					
Consider equipment that could cause choking.					
Broken Equipment removed.					
Outdoors - to be completed before children go outside					
No pooling of water in playground.					
Sandpit/bark checked for faeces (raked each day)					
Fences and internal/back gates secure.					
Check for poisonous plants.					
Climbing equipment safe. (minimum 1.5m from edge of safe fall)					
Check for bug habitat between bark and fence					
Actions required for compliance.					

**Nga Pepi Daily OSH Check List** - Please initial once check

	Date/Sign	Date/Sign	Date/Sign	Date/Sign	Date/Sign
Indoors - to be completed by opening teacher before children's arrival					
Room Temperature 16°-20° (During covid 18°-20°)	AM	PM	AM	PM	AM
Water Temperature (Children's)					
Electrical hazards (plugs and cords)					
Equipment is stored to meet earthquake safety standards.					
Chemicals stored safely e.g spray bottles, dishwashing liquid					
Consider equipment that could cause choking.					
Broken Equipment removed.					
Outdoors - to be completed before children go outside					
No pooling of water in playground.					
Sandpit/bark checked for faeces (raked each day)					
Fences and internal/back gates secure.					
Check for poisonous plants.					
Climbing equipment safe. (minimum 1.5m from edge of safe fall)					
Check for bug habitat between bark and fence					
Actions required for compliance.					



Nga Tuakana Cleaning Jobs					
Week Starting _____					
Daily Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Clear/clean art and art areas including laundries and equipment					
Wash sun hats or beanies if used					
Disinfect all tables/highchairs in morning					
Clean table and bench in staff room					
Weekly Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Disinfect doors handles (including outside safety gates) and clean all high touch areas/resources and couches/chairs (write specifics on back)					
Wash all bedding and germex beds/mattresses					
Wash cushion covers					
Disinfect shelves					
Disinfect all rubbish bins					
Clean lockers/nappy lockers or hooks					
Clean laundries and staff room including fridges, microwaves and washing machine					
Light garden duties (weeding)					
Spot clean all walls (with Chemco) and windows					
Wash dolls clothes, blankets and dress ups					
Wash raincoats if used					
Weekly facebook photos					

Manager checked and Signed \_\_\_\_\_

Nga Teina Cleaning Jobs					
Week Starting _____					
Daily Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Clear/clean art and art areas including laundries and equipment					
Wash sun hats or beanies if used					
Disinfect all tables/highchairs in morning					
Clean table and bench in staff room					
Weekly Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Disinfect doors handles (including outside safety gates) and clean all high touch areas/resources and couches/chairs (write specifics on back)					
Wash all bedding and germex beds/mattresses					
Wash cushion covers					
Disinfect shelves					
Disinfect all rubbish bins					
Clean lockers/nappy lockers or hooks					
Clean laundries and staff room including fridges, microwaves and washing machine					
Light garden duties (weeding)					
Spot clean all walls (with Chemco) and windows					
Wash dolls clothes, blankets and dress ups					
Wash raincoats if used					
Weekly facebook photos					

Manager checked and Signed \_\_\_\_\_

Ruma Potiki Cleaning Jobs					
Week Starting _____					
Daily Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Clear/clean art and art areas including laundries and equipment					
Wash sun hats or beanies if used					
Disinfect all tables/highchairs in morning					
Clean table and bench in staff room					
Map floors after lunch					
Weekly Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Disinfect doors handles (including outside safety gates) and clean all high touch areas/resources and couches/chairs (write specifics on back)					
Wash all bedding and germex beds/mattresses					
Clean Potiki microwave					
Wash cushion covers					
Disinfect shelves					
Disinfect all rubbish bins					
Clean lockers/nappy lockers or hooks					
Clean laundries and staff room including fridges, microwaves and washing machine					
Light garden duties (weeding)					
Spot clean all walls (with Chemco) and windows					
Wash dolls clothes, blankets and dress ups					
Wash raincoats if used					
Weekly facebook photos					

Manager checked and Signed \_\_\_\_\_

Nga Pepi Cleaning Jobs					
Week Starting _____					
Daily Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Clear/clean art and art areas including laundries and equipment					
Wash sun hats or beanies if used					
Disinfect all tables/highchairs in morning					
Clean table and bench in staff room					
Map floors after lunch					
Weekly Jobs	Monday	Tuesday	Wednesday	Thursday	Friday
Disinfect doors handles (including outside safety gates) and clean all high touch areas/resources and couches/chairs (write specifics on back)					
Wash all bedding and germex beds/mattresses					
Clean Pepi microwave					
Wash cushion covers					
Disinfect shelves					
Disinfect all rubbish bins					
Clean lockers/nappy lockers or hooks					
Clean laundries and staff room including fridges, microwaves and washing machine					
Light garden duties (weeding)					
Spot clean all walls (with Chemco) and windows					
Wash dolls clothes, blankets and dress ups					
Wash raincoats if used					
Weekly facebook photos					

Manager checked and Signed \_\_\_\_\_