

# Health and Safety Policy



- Rationale:** The health and wellbeing of all who attend Stepping Stones @ Braebrook is of paramount importance. To have an understanding of the nature of operations and generally of the hazards and risks associated with those operations.
- Purpose:** To comply with relevant legislation at all times to ensure we provide a safe and healthy environment for all staff, children and their whanau. Ensuring that the centre has available for use, and uses appropriate resources and processes to eliminate or minimise risks.

## CLEANING PROCEDURES

- Employed cleaners will be used to clean the centre daily. A schedule of cleaning/job description will be provided to ensure standards are maintained.
- The cleaners will be responsible for general cleaning of the whole centre, including all hard surfaces and bathroom areas. All cleaning materials used by the cleaners will be stored in the secure cleaners' cupboard.
- General day-to-day cleaning products used by staff will be kept in a locked cupboard or up high out of reach of children to ensure that it is inaccessible to children.
- Staff will be expected to "clean as they go" ensuring spills and messes are cleaned up immediately to prevent injury.
- Wiping down of eating areas will be undertaken by the employed housekeeper and/or members of the team throughout the day.
- Separate cloths for bathroom, blood, general and food areas will be identified by colour. These colours will be clearly displayed throughout the environment. This ensures we are also being respectful of Tikanga practices.
- For art and kai areas, germex an approved solution will be used.
- Cloths in the appropriate colour (blue/green etc) may be used for wiping down items between uses (eg wiping up spills).
- Germex will be used at the start and end of each kai time to fully disinfect the area.
- The carpets will be cleaned at least annually.
- All toys to be cleaned on a regular basis. Toys and materials that children have had in their mouths will be cleaned daily with hot soapy water, put through the dishwasher to be sterilized or cleaned with germex spray or bleach solution and left to dry.

## HAZARD PREVENTION

- The manager/person responsible will ensure a system is in place to regularly assess and document the workplace for potential hazards to adults.
- A daily hazard checklist will be completed each morning to ensure there are no potential hazards.
- All relievers and new employees will be asked to sight the daily hazard checklist so they are fully informed of the potential hazards.

HEALTH & SAFETY POLICY HS

NELP 1.1

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# Health and Safety Policy



- Any maintenance that is required will be advised to management and if required reported to directors.
- Any hazards that are identified will be dealt with in an appropriate manner.
- The daily hazard checklists will be reviewed on a regular basis by the health and safety officer.
- All staff are responsible for ensuring any indoor/outdoor hazards are minimised, damaged equipment removed, and potential danger spots.
- Accidents involving visitors to the centre will be dealt with appropriately.

## **STAFF INJURY/ ACCIDENT PROCEDURES**

- Administer first aid if required.
- Advise management of any accidents.
- Investigate the cause of the accident to ensure prevention of reoccurrence.
- If deemed necessary, call an ambulance. Management/person responsible will contact the staff member's emergency contact person.
- Offer support and ensure the staff member is able to get home safely.
- Ratio will be covered by other staff members as the situation is being dealt with and if necessary for the rest of the staff members shift.
- Complete relevant occupational safety and health documentation (work safe form available) and relevant ACC paperwork.

## **CONTRACTORS AND SUBCONTRACTORS**

- Before work commences, the contractor will be asked to provide a copy of the firm's occupational health and safety policy or statement if they are to have any contact with children during their time here.
- The centre will advise the contractor of any known hazards they may come in contact with and ask them to sign the visitors book confirming they are aware of the hazards.
- All personnel employed on sub-contracting work must be adequately trained for the tasks or have adequate knowledge and experience of the kind of work, plant or substances with which they are involved or be supervised by an appropriately trained person.
- All contractor's personnel are required to report to the manager/person responsible on arrival and familiarise themselves with the requirements of this policy. If the contractor is a regular visitor (eg, heat pump service contractor) they are not required to report to the manager/person responsible.
- The contractor and their employees shall abide by the centre's 'Smokefree/Vapefree policy.'
- The contractor shall supply safety equipment (including isolating transformers) and first-aid facilities unless prior arrangements have been made.

HEALTH & SAFETY POLICY HS

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- All contractors are to hold current contract works and public liability insurance or similar.
- The contractor shall comply with all relevant legislation to ensure the safety of children is maintained at all times.
- All accidents or incidents relating to health and safety or the discharge of hazardous substances are to be reported to the manager/person responsible immediately.
- It is the responsibility of the contractor or subcontractors to remove all their rubbish, off-cuts, and debris, and to leave the work-site as a safe place.

## INJURY PREVENTION STRATEGIES

- All doors to adult-only areas will be closed during the session to restrict entry as needed.
- Cupboards that may contain harmful substances such as the teachers' cupboards, some art cupboards and kitchen doors will be inaccessible to children at all times. Some cupboards remain accessible to children to enable them to be independent and empowered to make choices. For instance, cupboard or drawers with paper and non-harmful art supplies and plates, cups and bowls. Staff will closely supervise children accessing resources from these spaces.
- All chemicals will be stored in marked containers and be kept out of the reach of children at all times. This will include cleaning agents. Staff will constantly be aware of the potential danger of things such as water spills, and clean them up immediately.
- Hot drinks will be consumed away from where they could potentially spill on children. If a drink is to be consumed where children are present a cup that has a screw on lid must be used.
- Children will be encouraged not to sit on tables, nor jump off furniture and chairs.
- Children will remain seated while eating and be actively supervised by a staff member.
- Staff will wear gloves at all times when blood is present.
- Staff eating lunch with the children will ensure their food temperature is not hot enough to burn another person should it be spilt.

## INCIDENT DEFINITION

The definition of an incident is an instance of something happening, an event or an occurrence with negative or unfavourable reactions or results that are unintended, unexpected or unplanned. This event could have, or did result in unintended or unnecessary harm to a person. Examples of this could be a child escaping the service or a parent collecting a child under the influence.

## INCIDENT PROCEDURES

- Kaiako are trained to determine the difference between an injury or an incident.
- If an incident turns into an injury, the injury must be dealt with appropriately.
- To ensure there is immediate management of an incident when required and that every incident is appropriately documented, prioritised, reviewed and managed.
- Management, Health & Safety Officer and whanau of child involved must be informed.

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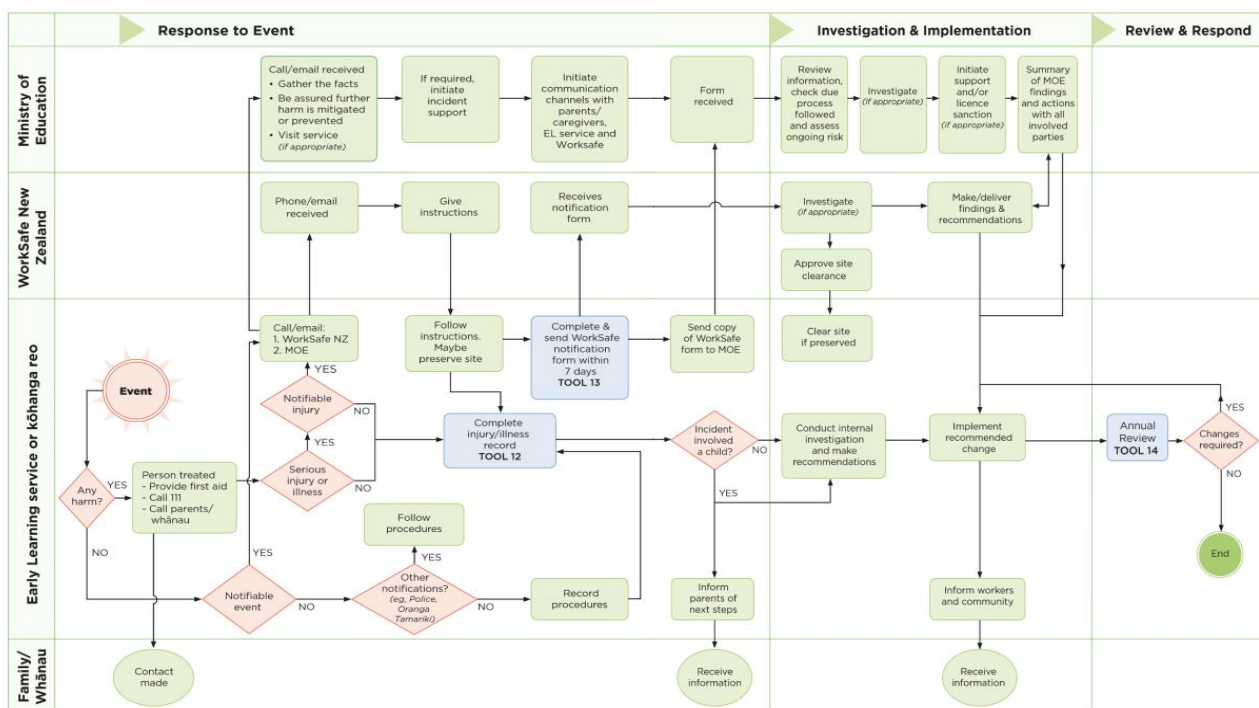
- In the case of a serious incident, the MOE must be notified.
- Incidents are fully investigated and a review written on ways to prevent the same incident from reoccurring.

## INCIDENT INVESTIGATION

In the event that an investigation is required, the following process will be followed:

- The staff member closest to the incident will document what occurred.
- Any other staff involved will document their role.
- The health and safety officer and the manager will go over the report with the teacher to:
  - a) Identify key triggers to the incident.
  - b) Minimise the hazard.
  - c) Add to the hazard identification register if required.
  - d) Evaluate the effectiveness of the procedure and make changes if required.
  - e) Store all information in the Incident file in the manager's office.

Tool 11: Injury and incident procedure flowchart\*



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## **POISONOUS PLANTS**

- Regular checks will be made by staff through their daily and monthly hazard checklists.
- Before new plants are purchased, they will be checked against current guidelines concerning New Zealand poisonous plants. All plants given as gifts will also be checked.
- Information is available to staff and parents regarding classification of poisonous plants. This is kept within the parent library.
- Staff will talk with children about not eating seeds, leaves and plants unless approved by an adult. All plants that are of educational benefit, i.e. swan plants, will be allowed into the centre provided they are supervised at all times.

## **PHYSICAL ENVIRONMENT**

- All noise will be kept at a level so as not to unduly cause any child distress or harm.
- The centre will be maintained at a comfortable temperature no lower than 18 degrees (500 mm above floor level) while children are in attendance.
- All air conditioning and heating units will be regularly inspected and serviced. Documentation will be kept by the manager within the maintenance file.
- The water temperature for children's use will be maintained at 40 degrees C. or less and for adult use at 60 degrees C.
- Regular safety checks of equipment and the indoor/outdoor environment will be monitored by the manager/team leaders and recorded appropriately.
- Washing facilities will be available for sick or soiled children.

## **CARE OF ANIMALS**

- All animals at the centre will be restrained as needed.
- All staff will follow safe and hygienic handling practices before, during and after the handling of animals. This includes washing of hands and supporting children to wash their hands.
- Children will be taught safe practice in regard to the handling of animals and adults will role model this at all times.
- Food required for animals will be kept securely where children do not have access.
- During holiday periods and weekends, the safety and health of any animals at the centre will be provided for at all times.
- Animals may be brought in for the children to experience (e.g. family pets of staff). This must be run past management first and staff will be briefed about the visit. Children will gather together and discuss the animal and any rules around caring for it whilst it is at preschool. Any unhygienic mess made by the animal will be removed and the area cleaned immediately. This is the responsibility of the person who brought the animal in.
- Only animals that management deem to be safe and/or well-trained will be allowed to come into the centre.
- Animals from outside the centre (e.g. cats) that make themselves welcome here at Preschool will be treated with respect and cared for by children and teachers. If moving them off the property this will be done so carefully, safely and respectfully.

HEALTH & SAFETY POLICY HS  
NELP 1.1

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- Any urinating, faeces, shedding of hair is to be cleaned up in the appropriate manner by the team. Gloves are to be worn and hands washed afterwards. All excrement is to be disposed of outside – not to be put in any indoor bins.
- A peppermint spray is available to be used to deter neighboring cats from urinating on/near sandpits.
- Daily checks of the sandpit as per our hazard management schedules ensure that no excrement has been left in children's play spaces or areas.
- If we were to have an ongoing neighborhood pet problem that was unsanitary or unsafe the appropriate agencies may be called to support us in dealing with the issue.

## **PREPARATION AND EATING OF FOOD**

- One or more teachers will actively supervise children while eating in each area that kai is being consumed.
- Parents are asked to bring food snacks/lunch for their children and are encouraged to include healthy, low fat, low sugar foods. A nutrition policy and information for parents is available to support families' choices.
- Allergies for individual children will be displayed in the kitchen area of each room, with a photo of the child for easy identification. All new staff will be made aware of this upon arrival.
- Any food brought into the centre by parents will be checked by team leaders to ensure it is safe against food choking guidelines and recorded clearly.
- Children's lunch boxes need to be named and placed in the assigned area or refrigerator upon arrival.
- At snack/lunch times, staff will ensure that each child receive their own lunch box and named food from the fridge.
- Staff will ensure all children are provided with drinks at kai times and that they have access to water throughout the day. When eating, children will always be seated and actively supervised by a teacher.
- Flexible eating routines will be encouraged along with the development of self-help skills.
- It is the responsibility of the manager to ensure that staff are adequately trained in the safe preparation and handling of food.
- Any food provided by the centre, including baking, will be recorded on the food provided form in each separate room.



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## **IMMUNISATION PROCEDURES**

The Health (Immunisation) Regulations 1995 require that accurate immunisation records are kept of all children on the roll.

- The Ministry of Health requires all licensed early childhood centres to sight and record every child's immunisation history on enrolment.
- The administrator is responsible for recording this information and will review it regularly to ensure it is up to date. This will generally be done within the month of the child's birthday.
- In the case of an outbreak, any child who is not immunised may be removed from the centre until the incubation period of the disease is past and no further cases are reported. Management will notify and discuss these requirements with non-immunised children and their family/whānau.
- Children who have been given immunisations or flu jabs are asked to stay away for 12 hours for 2 years and over and 24 hours for under two children. This ensures that children's systems are able to deal with the live bug and they have the chance to rest and recover.
- Please ensure you inform us if your child has received immunisations so that we can update their records. We are required to sight a copy of their updated immunisation schedule.

## **SIBLINGS NOT ENROLLED IN OUR CENTRE**

- Any siblings/friends etc that are not enrolled at Stepping Stones @ Braebrook must be accompanied by their parent/caregiver at all times.
- Siblings/friends are the sole responsibility of their parent/caregiver at all times whilst in our centre.
- Siblings/friends are not permitted to open the door to each learning environment.

## **MENTAL HEALTH**

- Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. We encourage all staff to take responsibility for their own mental health & wellbeing.
- If you require help with your mental health, please speak with management who will support you to get in touch with the appropriate agencies.