

# Health and Safety Policy

*It is our commitment to provide a safe environment for children so that they can explore, discover and learn and for Educators so that they can nurture and educate children in a safe and pleasant environment.*

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.1	Each child's health is promoted.
2.2	Healthy eating and physical activity are embedded in the program for children
2.3	Each child is protected

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
182	Tobacco, drug and alcohol free environment
156	Relationships in groups
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
112	Nappy change facilities
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
116	Assessments of family day care residences and approved family day care venues
117	Glass (additional requirement for family day care)
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
80	Weekly menu
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises
102	Authorisation for excursions
111	Administrative space (centre-based services)
158	Children's attendance records to be kept by approved provider
168	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

**PURPOSE**

We aim to protect the health, safety and welfare of the children attending the service.

**SCOPE**

This policy applies to children, families, staff, management and visitors of the service.

**IMPLEMENTATION**

We are dedicated to ensuring that each child's health and safety needs are met through the implementation of operative hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness and providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food and dental care principles and practices will be displayed at the Service to provide families with more information.

We believe in quality education and care in an environment that provides for their protection through adequate supervision, safe experiences and environments, and emergency vigilance. Educators at the service are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the service.

**Procedures**

- A Health and Safety policy and procedure concerning the Occupational Safety & Health (OSH) of the occupants and users of the Centre will be produced and followed.
- The Management Committee will ensure that information about the Occupational Safety and Health Act, Regulations, Codes of Practice and Guidelines are made available to staff and parents of children attending the Centre.
- Employer and employee responsibilities for Occupational Safety and Health are included in the Occupational Safety & Health Handbook. These responsibilities are highlighted to new staff and committee members as part of their induction. The Management Committee will ensure that young workers are given adequate supervision and on the job training to enable them to work safely.
- A Safety & Health Representative (SHR) may be elected by the staff at the Centre if a staff member requests this to happen. The SHR will be responsible to receive and investigate all hazards and reports of breaches to the safety and health of employees, in consultation with the Management Committee.
- The Management Committee understands their responsibility to consult and co-operate with an elected SHR, other employees, or Safety and Health Committee, in regard to OSH issues, and will actively support and encourage staff involvement in these areas.
- The Management Committee may decide to appoint a senior staff member as Safety Officer, particularly if the staff have not elected an SHR, or where the Management Committee is not on hand to monitor safety and health at the service on a daily basis. The role of the Safety Officer will

be to oversee day to day activities and report to the Management Committee on safety and health issues at the Centre.

- The Management Committee or staff of the Centre may request the establishment of a Safety and Health Committee. The committee will oversee policy development, planning, monitoring programs, emergency procedures, safety and health training, trends in accident and illness reports, accident investigations and the introduction of any new processes or tasks that could affect employee's safety and health in the workplace. At least half the members of the Committee will be elected employee representatives and will also include the Management Committee.
- Training programs will be organised to ensure the Management Committee and staff can identify: key elements of the Occupational Safety and Health Act, including the content in general terms, responsibilities that apply to them, and consequences of failing to comply;
- The Centre's health and safety procedures and policies;
- Safe and healthy workplace practices, including immunisations, hygiene practices etc.;
- How to report hazards; and
- How to have a say in safe work practices and procedures.
- Staff must report all incidents leading to risk of injury including those leading to high stress levels. Positive steps will be taken to remove hazards and understand and minimise stress suffered by individual staff members.
- Play areas and equipment will be checked regularly by the staff to ensure they are in a hygienic, clean and safe condition and do not pose a hazard to children, and that soft fall surfaces under and around outdoor play equipment are adequate and evenly spread. (Children Community Services (Outside School Hours Care) Regulations 2006, Regulation 33 & 35.) Staff will notify the SHR or Safety Officer of any equipment and/or area that is not clean or in a safe condition, and will write details on an OSH Incident/Accident Report.
- Staff will record their daily checks on a Daily Safety Checklist.
- All new equipment will be checked against Australian Standards.
- The Management Committee will ensure that furnishings and equipment are provided that will limit risk of injury or ill health in the workplace i.e. adult size chairs for staff, appropriate storage systems, safe electrical appliances and circuit breakers installed etc.
- The Management Committee will ensure that health and safety practices followed in the centre comply with the Children and Community Services (Outside School Hours Care) Regulations (2006), Health Regulations, Australian Standards & Occupational Safety & Health Act (1984) and will allocate sufficient resources in the annual budget to ensure a healthy and safe environment. This will cover direct costs such as provision of safety equipment, maintenance of buildings, fittings and equipment, purchase of safety and health advice, training and resources.
- Staff will record all injuries or illness (to children and adults) in the Centre's Accident/Illness Record. Details entered will include: date, time, place of incident, injury or condition, brief description of events, adult witnesses, any anticipated treatment or outcome. (See Policy on Health for Accident/Illness Record Form).
- Injuries or illness to staff must be recorded on an Employee Incident/Accident Report, and staff will record all incidents with the potential to cause injury or illness on a Hazard Report Form.
- All work-related injuries and diseases or 'near misses' will be investigated to determine the causes, and action taken to prevent similar events in the future.
- Employees with special needs including pregnancy, a medical condition such as epilepsy or asthma, physical or intellectual disabilities, dyslexia or any other condition that means the person is unable to read, and people who are young and inexperienced, will be given special consideration of their safety and health needs. This will be achieved through careful consultation with the employee, and

documentation, monitoring and review of the strategies established to ensure their special needs are met.

- OSH issues and incidents will regularly be discussed at staff meetings
- The Management Committee will ensure that appropriate workers compensation cover is available to all employees of the Centre and that employees understand the importance of reporting injuries or illness which occur during the course of their work. Employees will also be informed about the time deadlines for completing worker's compensation forms and be provided with information about what can be compensated.
- The Management Committee will ensure that injured employees are provided with appropriate rehabilitation and health care services and that a flexible rehabilitation program is implemented in the Centre until they are fully recovered.
- The Management Committee will review OSH policy with the staff team at least annually, or after a major incident has occurred, to ensure that the system in place is working, and as a general rule there is enough time for staff to complete OSH tasks allocated to them. The review will identify who is responsible for various tasks, what resources are required, and when tasks are to be completed.
- MSDS Data file will be updated regularly and all products which contains chemicals will be locked away.
- The Centre is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children.

### On-going Maintenance

- The service will reflect on the environment and establish a plan certifying that the environment continuously collaborates with our philosophy of providing a safe and secure environment, stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will also ensure that the service and its grounds comply with Local Government and regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- Should the service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

### The Children's Groupings

- Our service groups the children throughout the ASC sessions according to their age.
- BSC and Vacation Care will take place at the school setting.

### Safety Checks

A daily inspection of the premises will be undertaken before children begin to arrive. This inspection will include the:

- Service Perimeters
- Fences/Fence Line
- Gates

- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit
- Playgrounds

This must to be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. Wet weather safety on playground to be followed at all times. Preferable children will not play on equipment when wet.

A record safety checks will be kept by the service. Any required maintenance will immediately be reported by the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

The following can be used as a guideline to produce Checklists for the service's individual needs.

### Cleaning of Buildings, Premises, Furniture and Equipment

#### General Cleaning

- The service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Educators will clean the service at the end of each day and throughout the day as needed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the service always maintains a high level of cleanliness and hygiene.

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our service will:

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.

- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- In the case of any child or educator becoming injured by a chemical, substance or equipment, the service will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

### Hand washing

In order to assist in preventing the transmission of germs is effective handwashing. Adults and children should wash their hands:

Staff to accompany children to the toilet at all times, make sure it is clean, safe and in working order for children to use.

- When hands are visibly dirty
- When coming inside from being outside
- On arrival
- Before you eat
- Before you prepare food items

- After touching raw meats like chicken or beef
- After contact with any body fluids like blood, urine or vomit
- After blowing your nose or sneezing
- After meals
- After going to the toilet

### Minimising Potentially Dangerous Substances

Our service also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded wipes for cleaning and art purposes will be used in order to not cross-contaminate areas. Before returning to the children educators will wash and dry hands.

### Disinfectants

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to ensure: Surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, this is at least 10 minutes.

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### Toilet procedure

- Staff accompany children to the toilet as a group. View the safety and cleanliness of the toilet before letting children enter.
- Staff wait outside the door for all children to finish before moving away.
- Encourage children to go to the toilet every 45 minutes to avoid accidents from happening.
- Be patient with children whom may take need a longer time in the toilet.
- Make sure the children flush the toilet and wash their hands before leaving the bathroom.
- If a single child comes up to ask to use the toilet the same procedure will be followed as with group supervision
- When a child takes a long while to come out of the toilet, staff will go in and ask the child if he/she needs any help. Staff then support according to the child's need and request.

- When a child had an accident with soiled clothes, staff will calmly direct the child to the bathroom and accompany the child to support him/her to get cleaned up and change into clean set of clothes. Make sure you wear clothes while you assist the child.
- Never embrace a child in front of other children. Make sure you walk with the child and support him/her in a calm way reassuring the child that everything will be fine.
- Staff support towards a child should always be a positive experience where the child can learn how to manage situations like toilet accidents.
- Soiled clothes will be put in a sealed plastic bag with the name and date on it. Put in the child’s backpack, if not possible to put in the backpack, identify a place where it can be put until the parent comes to collect his/her child. Once the parent comes to collect the child the staff will explain what happened and how the child was supported.
- Ensure that children that needs a reminder to go to the toilet, that this is done constantly throughout the session. Make sure these children have a spare set of clothes in their bags.
- OSCA will always have spare clothes in case of an emergency for children needing to change clothes.
- If a parent request that their child use the disabled toilet, please adhere to this request.
- Staff need to let fellow educators know when they go to the toilet, so that supervision can be done without staff stressing about a member of staff not accounted for.
- Staff need to let fellow staff members know when they have to assist a child in the toilet to support general supervision.

The Workcover Authority of NSW administers the Work Health and Safety legislation, and has several codes of practice on specific work safety issues which are available online at <http://www.workcover.nsw.gov.au/lawpolicy/codesofPractice/Pages/default.aspx>

**Source**

- Australian Children’s Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Staying Health in Child Care 5<sup>th</sup> Edition
- Guide to the National Quality Standard.
- Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”
- Work Health and Safety Act 2011
- Cancer Council NSW Sample Sun Protection Policy

**Review**

<b>Policy Review Date</b>
June 2020