



## Health and Safety Policy

<b>Enquiries to:</b>	Centre Manager/Board of Trustees
<b>Applies to:</b>	Management, Kaiako, staff, volunteers, visitors, parents/whanau and students
<b>Redeveloped:</b>	May 2021
<b>Review Date:</b>	March 2024
<b>Date approved:</b>	April 2024
<b>Next Review date:</b>	March 2025

Reference:  
2008 MOE Regulations, Licensing Criteria, HS34, HS12, Health and Safety at work act (2015)

### Rationale:

Lower Hutt City Childcare Centre is committed to providing a safe and healthy environment for all Kaiako and kaiako, enrolled children, contractors and visitors to our facilities. We will comply with all relevant health and safety legislation, standards and codes of practice. We wish to minimise the risk of stress, preserve well-being, Repetitive Strain Injury – RSI - or Gradual Process Injury – GPI, which is muscle, joint, tendon or nerve pain/discomfort.

### The Centre's Duty of Care

The Centre has a primary duty of care to ensure so far as is reasonably practicable, the health and safety of workers (including kaiako, casual kaiako, contractors, children, whanau, and visitors).

The duty of care includes, but is not limited to, so far as is reasonably practicable:

- providing and maintaining a safe work environment including buildings and equipment
- providing and maintaining safe systems of work, including use of equipment and review of work practices
- providing adequate facilities for the welfare of workers and others at the Centre
- providing any information, training, instruction, or supervision to promote health and safety at the Centre
- Monitoring health of workers and conditions at the Centre to prevent injury or illness of workers and support kaiako to return safely to work as soon as possible.

The Centre's duty of care includes both the physical and psychological environment in which we operate. Specific practices put in place by the Centre to prevent or manage risks to Health and Safety are set out below.

### WORKER ENGAGEMENT AND PARTICIPATION DUTIES

Workers include employees, contractors, subcontractors, agency Kaiako and trainees

#### **Worker engagement**

A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about any health and safety concerns and works together to find solutions. The Centre will:

- engage with workers on health and safety matters that may directly affect them
- include health and safety in all regular kaiako meetings to enable kaiako to raise any issues; and
- The Centre Manager will be available to discuss health and safety matters as a priority.

#### **Worker responsibilities**

Workers need to take reasonable care for their own health and safety and that of others, including:

- actively contributing to hazard identification and management
- See the Risk Register for all identified risks. Any newly identified risks must be notified to the Centre Manager who will add them to the risk register.
- participating in Health and Safety training

- adopting safe work practices and encouraging others to do so
- report injuries promptly and accurately
- participate in return to work programme, if applicable

Workers need to comply with reasonable instructions from the Centre Manager and with policies and procedures. Workers have the right to cease work if they believe that work would expose them or another person to a serious Health and Safety risk. The worker must inform the Centre Manager as soon as possible, and work to resolve the issue (guidance on rights and options is available from the Work Safe NZ website).

### **Risk Management**

Health and Safety risk management is a shared responsibility at the Centre. Risks will be eliminated so far as is reasonably practicable. If a risk cannot be eliminated, it will be minimised so far as is reasonably practicable and noted on the Hazzard checklist to be added to the Maintenance register.

This policy identifies specific standing risks at the Centre and the measures in place to minimise them. See Annex One.

### **Risk Identification**

Daily Hazard check will be completed inside prior to tamariki arriving for the day and Outdoor before the space is opened to the tamariki. Any identified hazards will be addressed before tamariki access the area.

Any maintenance or further action will be noted in the maintenance register in the Office.

The Daily hazard checklist in the Māhuri room is on the wall by the whānau wall room and in the main room by the bathroom in the Iti room.

All hazards likely to cause serious harm will be notified to management immediately

If a Hazzard cannot be immediately rectified it will be reduced and recorded on the maintenance register.

Centre notice boards and Storypark will be used to alert all kaiako and visitors to any temporary hazards identified on a day to day basis.

At regular kaiako meetings all kaiako will be given the opportunity to notify management of any hazards recently identified. It is the responsibility of each individual kaiako member to notify management of any hazard they are aware of.

An hazards that cannot be removed (Eliminated) must be notified to the Centre Manager who will add them to the risk register.

The risk register will be made available to Parents/Whānau to view on the website. The risk register will be reviewed by staff annually.

### **Risk Monitoring and Mitigation**

Any significant health and safety issues and the steps taken to eliminate, isolate or minimise the risk will be documented on the risk register and the Monthly BOT Reports.

The Centre Manager will take immediate action to address identified risks and resolve them as soon as is practical.

Risks and mitigations will be reported to the Board of Trustees.

Working bees are arranged throughout the year to maintain a safe physical environment, for example, replacement of sand and bark chips, cleaning and general maintenance.

## **Ensuring the Health and Safety of Workers**

### **Kaiako Health**

All kaiako will be informed of the risk to their health of contracting infectious diseases including chickenpox, rubella, tetanus, polio and hepatitis B. They will be encouraged to have their immunisation status checked.

Kaiako with infectious diseases are expected to stay at home. Further information is included in Annex One.

Disposable gloves will be readily available to kaiako at all times. These will be worn when an exchange of bodily fluids could put the health of the child or kaiako member at risk. E.g. changing a soiled nappy, treating a child when blood or vomit are present as outlined in the soiled child procedure.

All measures are taken to provide a positive working environment to protect well-being and mental health of all concerned. – See Staff Well-being policy

### **Safe return to work**

Any employee who is on ACC leave will be supported in returning to work. Management, after considering any budget implications, will if possible, offer light duties and work with ACC to facilitate a return to work as soon as possible.

### **Notifiable Health and Safety Events**

The Centre will ensure Work Safe and Ministry of Education is told when a notifiable event occurs.

A notifiable Health and safety event is

- (a) a death of a person
- (b) Notifiable injury or illness
- (c) notifiable incident

A notifiable Accident is all injuries that require a person to be admitted to hospital for immediate treatment.

For further information please see this WorkSafe link:

<https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/#lf-doc-39637>

Should a notifiable event occur, Management will ensure the site of the incident is undisturbed, except to help an injured person or make the site safe until the police or Work Safe direct otherwise.

The Centre will notify Work Safe by the fastest means possible given the circumstances. Work Safe can be notified as follows:

**Management must provide WorkSafe NZ with written notice as well as contact the Ministry of Education of the circumstances of the accident or serious harm within seven days by using the notification forms attached or by completing the online form on the Worksafe NZ website.**

- By telephone 0800 030 040
- Email [healthsafety.notification@ worksafe.govt.nz](mailto:healthsafety.notification@worksafe.govt.nz)
- Forms and alternative ways to notify can be found through the website [www.worksafe.govt.nz](http://www.worksafe.govt.nz)

### **Annex One – Standing Risk Identification and Management.**

All accidents (kaiako and children) will be documented in the accident register and this will be regularly reviewed at kaiako meetings to identify any patterns and/or necessary actions to be taken. Notifiable events will be reported to Work Safe. All hazards likely to cause serious harm will have been notified to management immediately.

### **Other Persons at the Centre**

Other Persons at the Centre include workplace visitors. Tamariki at workplaces.

Other Persons must take reasonable steps to keep themselves safe, not cause others harm, and comply with reasonable health and safety instructions. They can be held legally responsible if they cause someone harm and did not take reasonable care.

### **Children at the Centre**

The Health and Safety of our children is our first priority. This is the responsibility of the Centre, Management, Workers, and Other Persons. We will work together to ensure safe behaviours by the children and a safe environment for them.

### **Guiding policies:**

- Infectious diseases: (refer to child health policy)
- Exclusion of Sick children (see child health policy)
- Sun Protection (see policy)
- Emergency Procedures
- Animals
- Poisonous Plants policy
- Alcohol and substance abuse policy
- Pandemic policy
- Car seat policy

### **Stress:**

- Kaiako will be encouraged to talk to the Centre Manager or Head teacher about any problems which are causing stress. If discussions do not provide any clear outcome, then counseling and/ or courses may be offered as a solution.

**Repetitive Strain Injury – RSI - or Gradual Process Injury – GPI (Formally known as OOS)**

- Kaiako are to bring to the attention of the Centre Manager any equipment or tasks that may be causing problems or leading to RSI or GPI. The Centre Manager will review the task or equipment and follow up with the recommended change in procedure,
- equipment or appropriate suggested action. If the problem continues, then outside help will be sought.

**Length of time for exclusion:**

- Length of time for exclusion from centre for an infectious or notifiable disease be on advice from Ministry of Health or Regional Public Health.
- Length of time for exclusion from centre for other diseases is at the discretion of the manager, who will be guided by "recommendations from "Regional Public Health".

**Ensuring the Health and Safety of Workers**

**Kaiako Training**

1. Bi-yearly review of all Kaiako on use of the extinguishers, and fire/ earthquake and evacuation procedure will be conducted in staff meetings.
2. All regular kaiako are required to maintain current First Aid Qualifications with the financial cost met by the Centre.
3. Emergency evacuation procedures Fire, earthquakes are practiced by all kaiako, once per term. All drills to be documented in the Evacuation drill folder.
4. Training will be arranged by the manager to inform kaiako of any preventative medications that are to be administered to the children, i.e. Epi pen, asthma inhaler and or insulin.

**Equipment and Property Maintenance**

-The Centre’s annual maintenance plans indicate daily, weekly, monthly, quarterly, bi-annual, annual and ongoing health and safety responsibilities, as well as repairs and maintenance required assigned to a named person or persons. These are located in the office and reviewed periodically throughout the year by management.

-A daily hazard check is done at the beginning of each day checking for hazards both inside and outside in the Iti and Nui rooms. Any dangerous items are removed or isolated until they can be repaired or replaced and added to the maintenance register.

-Any work or repairs needed to be done from the daily hazard check will be added to the maintenance register located in the office. When the issue has been addressed this will be recorded on the register.

- Any Hazards that cannot be removed completely are noted on the Risk Management register, The risk register is review Quarterly and any item which need to be added will be added as the need arises – This can be found in the Office

-Our cleaner ensures the centre is clean and tidy for the beginning of each day we are open, in accordance with the centre cleaning schedule.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____	Designation: _____	Date: _____	