

Health and Safety Framework Policy

PURPOSE

The purpose of this operational policy is to keep children and adults safe by meeting the health and safety requirements of the Ministry of Education's Licensing Criteria for childcare centres; and relevant health and safety law requirements.

Our Centre provides a safe environment for children, staff and visitors. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again.

Both children and adults have accidents, even in safe environments. Children can also get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

RESPONSIBILITIES

Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

We expect visitors and contractors to:

- be familiar with the health and safety policies of our centre
- report any hazards, incidents or accidents they see to management.

General:

- All our management and staff share the responsibility for ensuring we offer a safe and healthy environment for all
- We have first aid kits equipped to the standard set by the Ministry of Education and kept fully equipped and updated
- We have an area where we can isolate sick children
- We work to have all registered teachers maintain their current first aid training. A staff member with a current certificate must be present at all sessions.

HEALTH AND SAFETY FRAMEWORK

The following framework outlines the range of centre health and safety policies required to comply under the Ministry of Education's Early Childhood Education centre's licensing criteria HS1 to HS33. It also includes Premises and Facilities licensing criteria PF3-PF31.

| Centre Health & Safety Framework Policy | |
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| Prevention (What we do to avoid something happening) | Response (What we do when something happens) |
| HS2 Laundry Procedures and policy HS3 Nappy Changing and Toileting Policy HS4/7 Natural and Man made Emergencies Policy HS8 Emergency Drill Record, Earthquake, Fire, Shelter in Place, Lockdown Procedures HS9 Sleep Policy HS12 Hazard and Risk Management System and Hazard Register HS17 Excursions Policy HS18 Excursions Policy HS19 Food and Nutrition Policy HS25 Accident and Illness Policy HS26 Pandemic Planning; Sickness and Infectious Diseases Policy HS27 Sick and soiled children, Illness Register and Accident Forms and register HS28 Medication Policy; Category III Register; Medication Form HS31 Child Protection Policy; Other - Poisonous Plant, Immunisation Register, Smoking, Sun Protection | HS25 & HS27: Illness Register, Accident Form and Register; Incident Investigation Form HS31 Child Abuse Policy Other - Procedure for Resolving Issues surrounding Health and Safety |

National Poisons Centre phone number - 0800 POISON / 0800 764766

- Healthline phone number - 0800 611 116

GUIDING DOCUMENTS: Health and Safety in Employment Act, Health and Safety at Work Bill (expected to become law from October 2015), Education (Early Childhood Services) Regulations 2008, Ministry of Education Licensing Criteria for Education and Care Services
 Approved by:

Centre Director : *Hilary Henderson*

Date: February 2025

Service Provider

Contact Person: Aaron Donaldson

Date: February 2025

To be reviewed: February 2026