

Summary of Health and Safety Policies

At Fingerprints we provide a safe environment for children, staff and visitors.

- All volunteers and visitors must have contact with a staff member on arrival and be noted in the visitors book and/or daily diary. Please sign the Visitor book in the foyer.
- Volunteers and parents will be supervised in the centre where children are present.
- Only employed staff will undertake nappy changing and toileting of children.
- To keep our centre and staff healthy by preventing the risk of infection please do not enter the centre if you have a high temperature, inflamed throat or eyes, an unidentified rash, an upset stomach or diarrhoea, a heavy cold with deep cough and green discharge from nose, conjunctivitis or a communicable short term disease.

In the case of an Emergency

Earthquake

1. Staff / volunteers are to instruct children to crouch down on their knees, face down, covering their head with clasped hands and covering their ears with their arms, away from large objects or windows. Staff and visitors take cover under something sturdy if possible (e.g. table, desk) and hold on. If outside, if possible children should be sheltered in boxes and moved away from and with backs to the building.
2. Await instructions from Centre Director or person responsible for further action. The playground/field at Hillview School or St Martins School Sector Post may be chosen as an evacuation point.

Fire - The fire alarm switch will be activated - for alarm location see the reverse of this paper. Assemble at the gate by the shed using the fire exit from the main door to the deck. The field of Hillview School, through the back fence is our final evacuation point.

Lockdown -The words, "there are lollypops in the bathroom" indicate that the Centre will be moving into a Lockdown, for example due to a possible threat from an intruder. Please move to the children's bathroom and await further instructions.

General

- A staff member currently holding a **First Aid** certificate will always be present, persons holding a valid certificate are displayed in the foyer. Our first aid kits are located above the art sink or in the kitchen. Our civil defense kits/water are located in the adult bathroom and back shed.
- There is **No Smoking** or **vaping** allowed on any part of this premise, please extinguish all cigarettes before entering the car park. All persons under the influence of alcohol or any other substance, must report the identified person to the Director or person responsible
- We provide **Sunscreen** for your protection, ask the staff if it is not on the front/sign in bench.

The following policies and procedures guide our practice in relation to Health and Safety of all people in our centre. They may be viewed or discussed in full, upon request from the Centre Director, or a registered teacher.

Centre Health & Safety Framework

Prevention (What we do to avoid something happening)	Response (What we do when something happens)
Centre Hygiene and Safety Policy, Laundry Policy, Nappy Changing and Toileting Policy, Natural and Man Made Emergencies Policy, Emergency Drill Record, Earthquake Procedure, Sleep Policy, Hazard and Risk Identification and Management System and Hazard Register, Excursions Policy, Food and Nutrition Policy, Accident and Illness Policy, Pandemic Planning Information, Sickness and Infectious Diseases Policy, Sick and soiled children procedure, Medication Policy; Category III Register; Medication Form, Child Protection Policy, Poisonous Plant Policy, Immunisation Register, Smoking Policy, and Sun Protection Policy	Illness Register, Accident Form and Register; Incident Investigation Form, Child Abuse Policy

Important Numbers

Civil Defence Chch Council (03) 941 8999	St Martins Medical Practice (03) 337 0991 Christchurch Public Hospital (03) 364 0640	Hillview Office 332 6923	Service Provider Aaron Donaldson 027 441 6683 Director Hilary Henderson 0211479428
Fingerprints Cellphone 022 5670630	Poisons Helpline 0800 POISON	Our nearest civil defense sector post is St Martins School Albert Terrace (03) 332 6121	

Further Health and Safety Information for Contractors

Every contractor, or the employee of a contractor, who has or is likely to have unsupervised access to children at the ECE service during service opening hours must be vetted at least every three years. Contractors who will work at Fingerprints Christian Preschool when children are present will be supervised by staff or are required to be police vetted.

Other relevant information

- Main Shut off valve for water is in the kitchen cupboard to the left of oven.
- Electrical mains, shut off switch is in the cupboard in the laundry.
- Gas is turned off by the knobs on the top of the tank - a second intake valve is in the kitchen cupboard to left of oven.
- Household cleaning substances are stored in the kitchen, bathroom and the laundry. There are only normal household chemicals stored on the preschool premise. These are kept inaccessible to children. Poisons helpline phone number - 0800 POISON
- Battery powered radio is in the civil defense kit stored in the adult toilet and outside shed.
- The fire extinguisher is next to the kitchen.
- Power lines are underground from the power pole at the front northern side of property on Wilsons Road.
- The local Sector post at St Martins School is the alternate preschool location if the preschool has to be evacuated. Children will be taken there if instructed.
- Buckets, a spade, and plastic bags can be found in the shed. Gloves bathroom.
- The sleep room (if safe) will be the first aid room

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