



## **Health & Safety Framework Policy**

### **Aim:**

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.

### **Position Statement:**

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 happening again.

### **Issue Outline:**

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 wellbeing of all children.

### **Policy Goals:**

#### **This policy:**

- Shows the commitment of the centre management and workers to health and safety
- Aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, any anyone else who may be affected by our centre operations
- Aims to ensure all work activities are done safely.

### **Policy Goals:**

#### **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 to:**

- Be familiar with the health and safety policies at 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 a first aid kit equipped to the standard by the Ministry of Education and kept fully equipped
- We have an area where we can isolate sick children in the Office
- Persons responsible have current first aid training

**Health and Safety Framework:**

The following framework outlines the range of centre health and safety policies required to comply under the Ministry of Education Centre’s Licensing Criteria HS1 to HS33. It also includes Premises and Facilities Licensing Criteria PF3-PF31.

<b>CENTRE HEALTH AND SAFETY FRAMEWORK POLICY</b>	
<b>PREVENTION</b> (What we do to avoid something happening)	<b>RESPONSE</b> (What we do when something happens)
<b>HS2: Laundry Policy</b>	<b>HS25 &amp; H 27: Incident, Illness and Accident Record; Incident Investigation Form</b>
<b>HS3: Nappy Changing Policy</b>	<b>HS31: Child Abuse Policy</b>
<b>HS4: Fire and Emergency Evacuation Policy</b>	
<b>HS7: Emergency Evacuation Plan</b>	
<b>HS8: Emergency Drill Record</b>	
<b>HS9: Sleep Monitoring System</b>	
<b>HS12: Hazard and Risk Identification and Management System and Hazard Register</b>	
<b>HS17: Outings and Excursions Policy</b>	
<b>HS18: Travel / Transport Policy</b>	
<b>HS19: Food Policy</b>	
<b>HS25: Accident and Illness Policy</b>	
<b>HS26: Infectious Diseases Policy</b>	
<b>HS28 &amp; HS29: Medicine Administration Policy</b>	
<b>HS31: Child Protection Policy (under Review)</b>	
<b>HS31: Staff Safety Checking</b>	

**Relevant Background (including legislation / regulation references):**

Health and Safety in Employment Act

Health and Safety at Work Bill

Education (Early Childhood Services) Regulations 2008

Ministry of Education Licensing Criteria for Education and Care Services

**Impacts of Policy on Staff, Parents, Children:**

Following this policy will ensure that the centre environment is safe; that parents and appropriate authorities are kept informed of the accidents and illnesses where appropriate; and that appropriate records are kept to meet the licensing and other legislative requirements.

**Alignment with Centre Philosophy:**

This policy ensures a framework is in place that supports a safe environment, a crucial part of creating and maintaining the well-being of children in our care and other adults.

**Implications or Risks:**

Following his policy significantly enhances the opportunity for this centre to comply with legislative and licensing obligations, gaining trust with parents because of illness or accident prevention activities and management practices and maintaining public credibility.

**Implementation:**

Relevant Health and safety policies and practices are developed within this framework.

**Review:**

Review annually or when there is a significant change in the area of the policy topic.

Signature of Licensee: .....

Date: .....

Date for Review: .....

Consultation Undertaken: .....