



HEALTH AND SAFETY POLICY

Rationale

- 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

Objectives

- To provide a safe environment for children, staff and visitor 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.
- to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our centre operations

Procedure

- Pebbles Management is responsible for providing and maintaining a safe working environment
- Our Pebbles team share the responsibility for ensuring we offer a safe and healthy environment for everyone
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped in the children's bathroom area
- We have an area where we can isolate sick children
- All permanent and registered teachers will have current first aid training.
- The Daily Hazard Checklist will help to ensure a safe working environment
- All hazards will be reported on the Hazards, repairs and Maintenance Record
- The Centre Manager will be informed of all hazards, repairs and maintenance issues
- At every General/Planning Meeting and Management Meeting, Health and Safety will be an item on the agenda and will be addressed and discussed
- The Health and Safety Plan is displayed at each centre, identifying all known hazards. This will be reviewed and will be amended as required
- All visitors will be requested to sign in on the ipad and will be alerted to the Health and Safety Plan
- All visitors and parents will be expected to report any hazards, incidents or accidents they see to the teachers
- All accidents and incidents will be recorded on the in the Health and Safety Classroom Folder

- Any injury, illness or incident involving medical treatment or anytime a child has gone home due will be considered serious and will require the 'Serious Injury, illness or Incident Form' to be completed
- The Centre Manager will report all serious injury, illness or incidents as per definitions for 'notifiable events' to Worksafe NZ and to the Ministry of Education- see Health and Safety Folder Information.
- All long term medication will require the Medication Form to be completed in the Health and Safety Folder and any specific training for the medication will be recorded - who was given the training/by whom/when/when