



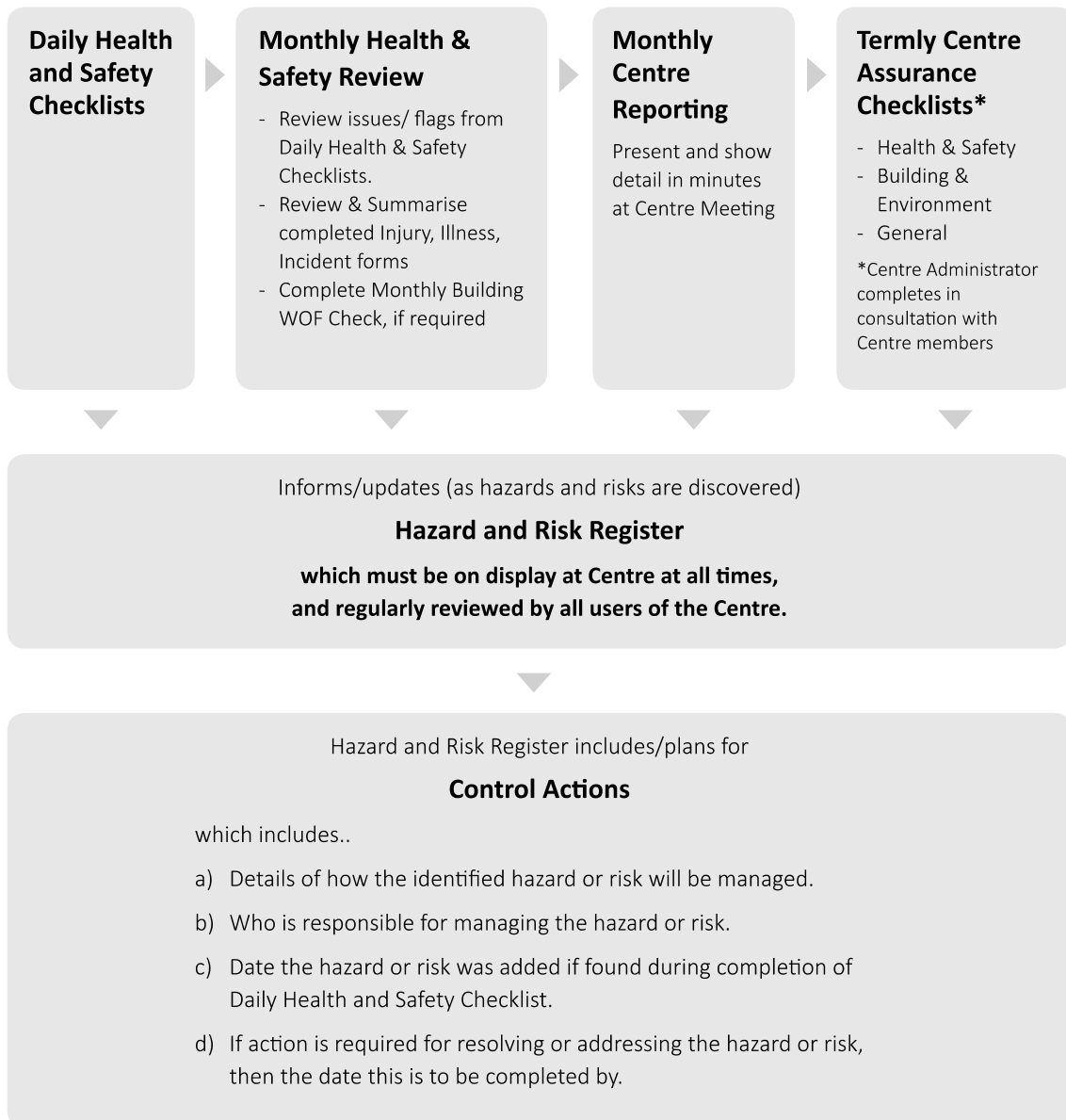
Education (Early Childhood Services) Regulations 2008 (Regulations 45 and 46)

Licensing Criteria for Centre-Based Education and Care Services 2008

HS12: Equipment, premises and facilities are checked on every day of operation for hazards to children.

Accident/incident records are analysed to identify hazards and appropriate action is taken. Hazards to the safety of children are eliminated, isolated or minimised.

Documentation required: A documented risk management system.



Playcentre Aotearoa's Hazard and Risk Management Procedure



Item	Procedure	Who
1.0	Daily Health & Safety Checks Procedure	
1.1	<p>A Centre (via the person responsible on session) allocates the task of completing Daily Health and Safety Checklists (indoor and outdoor) <u>PRIOR</u> to the start of a session (to a person identified hereon as the "allocated member". The allocated member may change from session to session.</p> <p>This is allocated: </p>	As per Centre process/ Person Responsible
1.2	<p>Allocated member thoroughly checks areas as outlined on the relevant checklist (INDOOR OR OUTDOOR) ensuring any hazards or risks are identified and eliminated, minimized or isolated.</p> <p>Consideration of hazards should not be limited to those on the checklist or listed below but must include:</p> <ul style="list-style-type: none"> • cleaning agents, medicines, poisons, and other hazardous materials; • electrical sockets and appliances (particularly heaters); • hazards present in kitchen or laundry facilities; • vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings); • the condition and placement of learning, play and other equipment; • windows and other areas of glass; • poisonous plants; and • bodies of water <p>1. <u>Hazards or risks identified</u> should be fixed immediately where possible</p> <p>Otherwise;</p> <ol style="list-style-type: none"> a) Cordoned off and notified to the Centre officeholder responsible for overall Centre Health & Safety OR b) Removed until they can be fixed OR c) Risks minimised via considered management of the hazard or risk. <p>2. <u>Temporary Centre closure</u> – Hazards that require a Centre to close temporarily should be discussed with the Regional Office immediately (except in urgent or critical situations when the Centre will make the decision and then notify the Regional Team of the decision within a few hours of doing so) and steps taken to close the Centre. These cases may include;</p>	Allocated member





	<ul style="list-style-type: none"> a) Non-controllable Health & Safety issues and serious urgent hazards b) Extreme weather conditions c) Interruptions to essential services (water, power, etc) d) Civil Defence emergencies <p>3. Where the Centre needs to be closed the Regional Office will contact the Ministry of Education immediately to advise of the emergency closure.</p>	<p>emergency</p> <p>Centre Support Coordinator</p>
1.3	Once the daily checklist is completed, the allocated member initials the current sessions Sign In Sheet next to applicable "H&S Checklist Completed?" prompt.	Allocated member
1.4	<p>Allocated member communicates issues, flags or new hazards to Centre members (via face-to-face conversation on session, noticeboard, phone or text tree, email or social media as appropriate for the Centre and situation).</p> <p>This should include;</p> <ul style="list-style-type: none"> a) Updating the Centre Hazard and Risk Register. b) Notification to the Centre officeholder responsible for overall Centre Health and Safety (both resolved and unresolved). Unresolved concerns should be resolved in a timely manner. (In some cases, resolution may require contact with the Regional Office). 	Allocated member/ Centre officeholder for Health & Safety
2.0	Monitoring and Advising	
2.1	<p>Completed forms to be reviewed and summaries presented at Centre meetings to address any trends or long-term issues.</p> <ul style="list-style-type: none"> - Daily Health and Safety Checklists - Minor Injury, illness, and Incident Notice - Serious Harm Investigation Form 	Centre officeholder for Health and Safety
2.2	Regional team will also check records and documentation to ensure issues are being addressed promptly.	Centre Administrator
2.3	Each Centre must have their Hazard and Risk Register on display and ensure Centre members, visitors and contractors are aware of the hazards and risks identified. This register may have a blank page for additions between termly updates of the register	Centre officeholder for Health and Safety





RESOURCES

1. Notifiable Injury/ Incidents: <http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976868.html>
2. Infectious Diseases for Criterion 26: <https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/appendix-2-infectious-diseases-for-criterion-hs26/>
3. Notifiable diseases (general): <https://www.health.govt.nz/our-work/diseases-and-conditions/notifiable-diseases>
4. Playcentre Aotearoa's Child Washdown Procedure
5. Playcentre Aotearoa's Sick Child Isolation Procedure
6. Playcentre Aotearoa's Minor Injury, Illness, Incident Notice
7. Playcentre Aotearoa's Serious Harm Investigation Form
8. Playcentre Aotearoa's Daily Health and Safety Checklists
9. Playcentre Aotearoa's Notifiable Events Sign
10. Infectious Diseases for Criterion 26 Sign **OR** Ministry of Health Infectious Diseases Card

REFERENCES

Playcentre Aotearoa's Hazard and Risk Register
 Playcentre Aotearoa's Injury, Illness and Injury Procedure
 Playcentre Aotearoa Emergency Procedures
 Playcentre Aotearoa's Child Washdown Procedure
 Playcentre Aotearoa's Sick Child Isolation Procedure
 Education (Early Childhood Services) Regulations 2008
 Licensing Criteria for Centre Based Education and Care Services 2008
 Nga Kupu Oranga: Healthy Messages – a health and safety resource for early childhood services

