



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



	<p>hazards</p> <p>b) Extreme weather conditions</p> <p>c) Interruptions to essential services (water, power, etc)</p> <p>d) Civil Defence emergencies</p> <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>	Centre Support Coordinator
1.3	Completed daily checklist must be saved within the centre for at least 2 months. This could be via a photograph, scanning onto a computer, or saving the physical copies. If completed as an electronic form this should also be saved for 2 months.	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> <p>a) Updating the Centre Hazard and Risk Register.</p> <p>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).</p>	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 Injury, Illness and Incident 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.	Centre officeholder for Health and Safety
2.4	At the beginning of each term the Centre officeholder for Health and Safety should review the Hazard and Risk register, and consider if there are any new hazards that need to be added. Where hazards have been eliminated they can be removed. This register may have a blank page for additions between termly updates of the register	Centre officeholder for Health and Safety





2.5	Where there are hazards that require specific actions in order to be eliminated, these need to be recorded on the register with specifics around the timeframe for the work to be completed and who has responsibility.	
3.0	Hazardous Substances	
3.1	All hazardous substances will be stored in a secure area that is inaccessible to tamariki	All adults
3.2	Centres will complete a Hazardous substances inventory and display this near the area where the majority of the substances are stored. They will also keep a copy with their Emergency Plan. It should be updated whenever a new hazardous substance is brought into the centre, or when the safety information changes. Review once a year to ensure it is up to date.	Centre officeholder responsible for Health and Safety
3.3	Information on precautions to take when using hazardous substances in the centre, and any emergency information, including the Poisons Helpline will be prominently displayed on or near the substances. See Resource #4 below for templates and information on hazardous substances.	Centre officeholder responsible 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. Worksafe Hazardous Substances Toolbox <https://www.hazardoussubstances.govt.nz/>
5. Playcentre Aotearoa's Minor Injury, Illness, Incident Notice
6. Playcentre Aotearoa's Serious Injury, Illness, Incident Form
7. Playcentre Aotearoa's Daily Health and Safety Checklists
8. Playcentre Aotearoa's Notifiable Events Sign

REFERENCES

Playcentre Aotearoa's Hazard and Risk Register
 Playcentre Aotearoa's Injury, Illness and Incident 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

