

Early Childhood Services can be a high-risk environment for incidents and accidents to children, families, Educators and visitors. Our centre is committed to maintaining a safe and healthy environment through comprehensive policies and procedures, managing risks and hazards appropriately and effectively.

The National Quality Framework establishes the standards and learning frameworks to provide high quality inclusive education and care in early and middle childhood settings, which can only occur in a safe and healthy work environment. The NQF makes few unambiguous references to work health and safety as it is part of different legislation that sits alongside and compliments this framework.

Good work health and safety policies, procedures and practices ensure that:

- Management fulfils its responsibility to provide a safe work place, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations AND are safe in the workplace;
- Children, families and all centre visitors come to a safe workplace that protects their health and wellbeing; and
- The work environment supports quality early education and care.

We are dedicated to ensuring that all health and safety needs are met through the implementation of operative hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness and providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness, accident, injury or trauma, educators will refer to the Incident, Injury, Trauma and Illness Policy.

Ensuring that each child's health and safety needs are met through the implementation of operative hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness and providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food and dental care principles and practices will be displayed at the Centre to provide families with more information.

We believe in quality education and care in an environment that provides for their protection through adequate supervision, safe experiences and environments, and emergency vigilance. Educators at the centre are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the centre.

Resources and Equipment

- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment which needs maintenance on a prioritised basis on the maintenance register.
- Resources and equipment will be chosen to reflect the cultural diversity of the Centre's community and the cultural diversity of contemporary Australia
- The Centre will actively pursue the contribution of families regarding toys and equipment at the centre.
- All new equipment will be checked against Australian Safety Standards and added to the New Furniture, Maintenance and Repair Register.
- Children will be carefully introduced to new toys & pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.



- The use of pools and toys or equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.

The children's Learning Environment

- The centre will keep a record of any changes that is made to the physical environment of the centre, such as rearranging of rooms etc. to show continuous improvement.
- The centre will document the links between the arrangements and choice of resources and equipment and the children's learning in the program.

Ongoing Maintenance

- The Centre will continuously reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- The Nominated Supervisor will document required maintenance with administration in a maintenance plan/log for the Centre as required. This will then be implemented throughout the year in accordance with priority, hazard removal, safety precautions and any relevant policies.
- The Nominated Supervisor is responsible for completing a WHS Inspection Checklist of the centre and its grounds bi-annually and ensure any work deemed necessary is done to Australian standards.
- The Approved Provider/Nominated Supervisor will also ensure that the Centre and its grounds comply with Local Government and regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- Should the centre undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the centre is not compromised.

Grouping of Children

It is important that children have opportunities to interact with other children and educators in group situations. This contributes to their learning and development and helps children to develop respectful and positive relationships. When forming groups, the Nominated Supervisor and educators will consider whether the size and composition of the group is appropriate by considering whether children are settled

- Our centre groups the children throughout the day in rooms according to their age and/or developmental stage. Within each room children are able to explore and experience their own temperaments in both the indoor and outdoor environment. For example, providing children the opportunity to explore quiet play spaces, such as our book corner and a loud/physical play space such as the block area.
- In order for children to interact with the children and educators from other rooms in the centre, in the morning we have family grouping, where all children attending the centre are together.

Safety Checks – Indoor/Outdoor Risk Assessment

To ensure the safety of all children and educators, the Nominated Supervisor will ensure the following safety checks are carried out:

A daily inspection of the premises before children arrive (use the Indoor/Outdoor Risk Assessment) to ensure the centre is safe, secure and hygienic, and there are no dangerous objects on the premises or centre grounds, for example sharps or poisonous flora and fauna, including a check of:

- Perimeters
- Fences
- Gates
- Paths
- Buildings
- All rooms accessible to children



- Fixed equipment
- Sandpit

This must be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals. To ensure best practice, the Indoor / Outdoor Risk Assessment will be conducted prior to the children arriving at the centre.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the **'sharp object box'**. This box will be disposed of in line with local council (Moreland City Council) recommendations. Any maintenance required will be immediately reported to the Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.

Non-fixed play equipment in the centre grounds it can be no more than one metre high and must be supervised at all times by an educator.

The centre will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the centre. Any required maintenance will immediately be reported by the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

Hand washing

In order to assist in preventing the transmission of germs is effective handwashing. Adults and children should wash their hands:

- When hands are visibly dirty
- When coming inside from being outside
- On arrival
- Before you eat
- Before you prepare food items
- After touching raw meats like chicken or beef
- After contact with any body fluids like blood, urine or vomit
- After changing infant or adult nappies
- After touching animals or pets-
- After blowing your nose or sneezing
- After meals
- After going to the toilet
- Please refer to the "Hand Washing Policy"

Minimising Potentially Dangerous Substances

Our centre also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Clean Sponges will be used daily, and placed in the wash every night.

Disinfectants

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.



Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. For disinfectants to work effectively, there still needs to be thorough cleaning using a detergent beforehand. However, it is more important to make sure surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, this is at least 10 minutes.

Detergents

Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not multiply germs itself.

Cleaning of Buildings, Premises, Furniture, Equipment and the Environment.

- The centre will use structured cleaning schedules to ensure that cleaning is carried out regularly and thoroughly and the environment, resources and equipment are hygienic.
- Educators will clean the centre at the end of each day and throughout the day as the need arises.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the centre always maintains a high level of cleanliness and hygiene.
- Implement structured cleaning schedules (attached to the policy) to ensure that all cleaning is carried out regularly and thoroughly so that the centre environment, resources and equipment are hygienic.
- Use the least dangerous cleaning substance possible
- Wash and dry hands after cleaning before returning to the children
- Clean and dry cleaning equipment between uses so germs can't multiply on the equipment.
- Store cleaning equipment securely
- Wash dress-up and play clothes once a week in hot water and detergent
- Clean the centre at the end of each day and throughout the day as the need arises
- Clean up accidents and spills as quickly as possible.

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our centre will:

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the centre.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our centre will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.



- The Centre will keep a register of all hazardous chemicals, substances and equipment used at the Centre. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- Ensure emergency, medical and first aid procedures are carried out, with relevant notification to the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.

General Cleaning

- **Bathroom – Toilets / Potty Chairs**

- **Toilets:**

Educator will wear Disposable gloves when cleaning the toilet

- Educator will wear Disposable gloves when assisting the children with toileting if they have soiled or wet nappies or clothes.
- Educator limits the number of children in the bathroom at any one time to a manageable number.
- Educators and other staff should also encourage children to follow hygiene practices.
- Educator supervise children in the bathroom and are on hand to offer assistance and encourage independence with pulling pants up and down, wiping bottoms and washing and drying hands.
- Each afternoon all toilets and basins are thoroughly cleaned with Sanitiser and bathrooms floors mopped.
- A copy of the hand washing routine is on display in the children's and educator bathroom.
- Signage is to be used after mopping to ensure that the child/children, educators and other staff and families are warned that the floor is wet.
- Educators are to ensure they follow the bathroom and toilet cleaning procedure.
- A copy of the toilet routine is displayed in the bathroom

- **Potty Chairs:**

- Educator will use Disposable gloves when cleaning the potties
- Potties should be cleaned after each use by:
 - Empty the urine and / or feaces in the toilet
 - Rinse the potty – chair bowl
 - Sanitise all parts of the Potty and wiped down with paper towelling or allow to air dry
 - Store the potty chair in the bathroom
 - Wash hands thoroughly – Refer to Hand Washing Procedure

- **Nappy Change**

- Nappy change areas need to be cleaned after each use with disinfectant. Refer to Hygienic Nappy Change Procedure

- **Children's Mats/Cots**

- Educator will use disposable gloves when disinfecting children's mats and cots.
 - Mats and cots is sprayed with sanitiser and wiped down with paper towelling, when soiled, before use by another child or daily if used by one child and allowed to air-dry.



- Wash hands thoroughly – Refer to Hand Washing Procedure
- **Children’s Bedding**
 - Bedding includes Sheets and Blankets:
 - Children’s sheets should be washed when soiled, before use by another child or once a week if used by the same child.
 - Children’s Blankets should be washed when soiled, before use by another child or once a month if used by the same child.
- **Cleaning Procedure for Bedding:**
 - Machine wash all bedding in hot water
 - If the bedding has been contaminated with Blood, urine, faeces or vomit:
 - Educator will use latex gloves
 - Soak contaminated bedding in Bleach – Bleach strength should be 1 in 5000. With household bleach, this approximates one quarter of a cup to one cup of water – **5 cups of bleach to 20 cups of water**
 - Machine wash all bedding in Hot water
- **Furniture – Tables/Chairs/High Chairs**
 - Children’s tables and chairs are cleaned before and after each meal times, messy activities or whenever soiled by:
 - Wiping the surface with a solution of warm soapy water to remove visible soil with a cloth. Remove excess water.
 - Thoroughly spray the surface with Vinegar and wipe down with Paper towelling.
 - Floors are swept and mopped at the end of each meal time
- **Clothing**
 - Educators clothing should be washed daily.
 - Educators should also have a change of clothes available in case of accidents.
 - Dress-up and play clothes should be washed once a week.
- **Children’s Clothing - Arrangements for Laundering of Soiled Item**
 - Educator are to minimise the handling of children’s soiled clothes.
 - Soiled clothing will be returned to a child’s home for laundering. Educators will remove soiled content and placed into a plastic bag.
 - Bagged soiled clothing will be stored away from the play area or areas used by the children. Items will be stored securely in a sealed container and not placed in the child’s bag.
 - Rinsing increases the risk of splashing, and cross contamination of hands, sinks and bathroom surfaces. Rinsing increases the risk that educator and the children would be exposed to germs that cause infection

Toy Cleaning

Educators are required to clean the children’s equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will wash a toy immediately if it has been sneezed on, mouthed, and soiled or if it has been discarded after play by a child who has been unwell.

The centre will have washable toys for the younger children.

Refer to the following toy cleaning schedule for toys on display in the children’s rooms. Educators will be required to keep a toy cleaning register documenting when toys and equipment has been cleaned.

- **Recommended cleaning materials:**
 - Most toys can be washed with normal dishwashing liquid, rinsing with clean water.



- Get into corners with a toothbrush and allow to air dry (if possible in the natural sunlight)
 - Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is idyllic.
- **Toys (General)**
To avoid the spread of disease, the Nominated Supervisor will:
 - Only buy washable toys
 - Discard non-washable toys that are for general use (non-washable toys may be used for one child only)
 - Regularly clean ride-on vehicles and outdoor toys and protect from the weather to preserve their lifespan.
 - **Wooden Toys:**
 - Should be wiped over with a damp cloth – please do not immerse in water as this can destroy the equipment
 - **Play Dough**
 - Centre will reduce the risk of the spread of disease when playing with play dough by:
 - Encouraging hand washing before and after using play dough
 - Storing the play dough in a sealed container in the refrigerator between uses
 - Making a new batch of play dough each week, and
 - If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.
 - **Rattles and Baby Toys:**
 - Must not be immersed in water as it can get inside, rendering the toy useless.
 - Wipe thoroughly with hot water or a cloth with diluted vinegar.
 - **Ride-on Vehicles and Outdoor Toys:**
 - Must be cleaned.
 - Please take care not leave them exposed to the elements as this reduces their lifespan.
 - **Puzzles and Games:**
 - Wooden puzzles as per 'Wooden Toys' above.
 - Cardboard should be wiped over with a slightly damp cloth.

To avoid the spread of disease, educators will:

- Wash toys at the end of each day, especially in younger children's rooms
- Immediately remove a toy that has been sneezed on, mouthed, soiled or discarded after play by a child who has been unwell, so it can be washed at the end of the day
- Wash toys in warm water and detergent (many can be washed in a dishwasher but not at the same time as dishes) and rinse in clean water
- Use a toothbrush or other tool to clean difficult to reach areas eg corners
- Take care cleaning toys that cannot be immersed in water eg wooden toys, rattles, toys with paper and cardboard and books, and wipe with a damp cloth and detergent
- Thoroughly dry toys and books before returning to use. All, toys, including cloth toys and books can be dried by sunlight. Items like LEGO and construction blocks can also be left to drain on a clean tea-towel overnight

Avoiding Risk of Cross Infection of Communicable Diseases

- All body fluids will be treated as infectious.
- Latex gloves will be worn when administering first aid and attending to children where such body fluids are involved.
- All open sores or wounds are to be well covered.



Blood Spills

Equipment:

- Bleach
- Disposable gloves
- Hot water and detergent

Bleach strength should be one in 5000. With household bleach, this approximates one quarter of a cup to one cup of water - = 1 x 750mls Bleach to 1 Bucket of Water

Procedure for blood spills:

1. Use disposable gloves
2. Saturate disposable towel in bleach
3. Cover spill
4. Leave for 10 minutes
5. Remove into disposable plastic bag
6. Repeat procedure
7. Wash area with hot water and detergent
8. Seal bag and dispose
9. Wash hands.

Note: These are Universal Infection Control Procedures to be used at all times

In the rare instance of being required to perform resuscitation on a child who is infected with the HIV, simple precautions will be taken if time and facilities allow. This includes the use of mechanical ventilators and disposable or sterilisable mouth-to-mouth masks.

The risk during direct mouth-to-mouth is extremely low and resuscitation should never be withheld. The Centre has a well-equipped first aid kit and the educator has the knowledge to use it effectively.

Discarded Needles / Syringes

Equipment:

- Disposable gloves
- Sharp Objects are placed in the 'sharp object Container'. This box will be disposed of as per the recommendations of our local council – (Moreland City Council)

Procedure:

- DO NOT TRY TO RECAP THE NEEDLE
- Place the disposable container on the ground next to the syringe
- Pick up the syringe, needlepoint down in the disposable container and screw on the lid.
- Repeat the procedure to pick up all syringes
- Remove gloves
- Wash your hands

UNDER NO CIRCUMSTANCE WILL CHILDREN BE PERMITTED TO PICK UP SYRINGES.

Personnel



Centre providers and educator members who have been infected by HIV (or who think they are likely to be) are not obliged to inform the Management Committee of their condition but have a duty to act in a responsible manner towards others.

In view of the potential for these personnel to become ill with AIDS they will seek medical assistance in monitoring their own health. They will also be particularly aware of the dangers to others of accidental transmission and are obliged to prevent their blood and body fluids coming into physical contact with others.

The symptoms and effects of the disease AIDS are such that an educator may be unable to continue work or may require intermittent sick leave. As in the case of other illnesses, the Management Committee will ensure that the educator member is acquainted with any sick leave entitlements.

First Aid

- Use disposable gloves
- Avoid contact with blood, faeces and urine if your hands or lower arms have cuts or open wounds
- Wash hands, lower arms and other body parts in contact with blood, faeces and urine, thoroughly with soap and water
- Clean up spilt blood or faeces with Sanitiser concentrate
- Place wastes after contact with blood in a plastic bag and seal for disposal
- If another child has his/her hands and lower arms contaminated with blood or faeces; body parts should be washed with soap and water as well as any other parts in contact with products.
- Wash hands thoroughly – Refer to Hand Washing Procedure

Sun Protection

Our centre will work in collaboration with VIC Sunsmart to ensure children's health and safety is maintained at all times whilst at the centre. Sunsmart recommends that all early childhood education and care services have a Sunsmart Policy to reduce UV damage to those in care, including Educators. Our Sun Safety Policy has been accepted and approved by Sunsmart.

1. *Outdoor Activities*

The centre will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- From mid-August to the end of April sun protection is required at all times.
- In June and July when the UV level is below 3, sun protection is not required.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.
- Educators continuing to check the UV levels prior to going outdoors

2. *Shade*

The centre will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade.

3. *Hats*

Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.



4. *Clothing*

When outdoors, educators and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

5. *Sunscreen*

All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours when the UV rating is moderate (3 or above). Sunscreen is stored in a cool, dry place and the use-by-date monitored.

6. *Babies*

Babies under 12 months will not be exposed to direct sunlight and are to remain in dense shade when outside. They will wear sun safe hats and clothing and small amounts of SPF30+ broad-spectrum water-resistant sunscreen *may* be applied to their exposed skin.

7. *Role Modelling*

Educators will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard 1067 (optional).
- Families and visitors are encouraged to role model positive sun safe behaviour.

8. *Education and Information*

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to educators, families and visitors. Further information, support and free resources are available from the Cancer Council website www.cancerCouncil.com.au/sunsmart

9. *Policy Availability*

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) will be made available to educators and staff, families and visitors.

10. *Review*

Our centre will monitor and review the effectiveness of our sun protection policy regularly, at least once every 12 months.

Delivery and Collection of Children

The following procedure must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed in by their parent or person who delivers the child to our centre. If the parent or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.
- An educator is to check the sign in sheet ensuring families have signed their child in. If families have not signed the child in, educator is to comply with Regulation 158.
- An educator will greet and receive each child to ensure the child is cared for at all times.



- A locker or shelf space will be made available to children and their families.

Departure:

- All children must be signed out by their parent or person who collects the child from our centre. If the parent or other person forgets to sign the child out they will be signed out by the nominated supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises.
- Children will not be released into the care of a person not authorised to collect the child e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child the educator will call the police.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date.
- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:
 - The person collecting the child is someone other than those mentioned on the enrolment form (e.g. in an emergency) or
 - There is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.
- If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity they may be unable to release the child into that person's care.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
 - Discuss their concerns with the person, if possible without the child being present
 - Suggest they contact another parent or authorised nominee to collect the child.
 - Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.
- At the end of each day educators will check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the centre closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our centre must sign in when they arrive at the centre, and sign out when they leave.

Water Safety

To prevent any accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our centre will:

- Remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g. chairs, bins, bikes, any overhanging trees.
- Make sure no child swims in any water without:
 - Written permission from family member to learn water safety and swimming
 - Appropriate educators/child ratios in place
 - Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures
- At all times children near water are closely supervised. A child will never be left unattended near any water.
- Ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- Immediately empty all wading pools/water troughs etc. after every use, storage should prevent the collection of water e.g. upright/inverted, also check grounds after rain or watering and empty water that has collected in holes or containers.



- Ensure wading/water trough are hygienically cleaned, disinfected and chlorinated appropriately:
- On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
- Wash away disinfectant before filling trough.

Kitchens/Kitchenettes

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a door with a lock/barrier to prevent unsupervised entry by children into the kitchen.
- The preparation of bottles for children under the age of 2 years is both safe and hygienic at all times and separate from nappy change area.

Hazard Identification

A hazard is a source of potential harm or a situation that could cause, or lead to harm to people or property. Workplace hazards can be physical, chemical, biological, mechanical or psychological.

Potential Hazard	What does this include?	Example	Potential accident
Physical	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation	Children's beds placed in an open area, wet bathroom floors, lifting children for nappy changes.	Trips, slips and falls, Manual handling injury (soft tissue/back injury)
Mechanical and/or Electrical	Electricity, machinery, equipment, washers and dryers, kitchen appliances, motor vehicles.	Lint accumulation in dryers can be a combustion hazard. Frayed power cords or unplugged power points are an electrical hazard.	Fire, electric shock, electrocution
Chemical	Includes substances such as acids or poisons, cleaning agents, dusts and fumes.	Cleaning chemicals, Medication	Fire, explosion, poisoning
Biological	Includes bacteria, viruses, mould, mildew, insects, vermin and animals.	Sick staff or children attending the centre, Contaminated food, mice infestation.	Cross-infection, food poisoning.
Psychological	Workplace stressors.	Bullying, children's needs exceed skill or confidence of educators, insufficient management support.	High stress levels (staff and children), compromised care practices, failure to be inclusive.

Controlling or Managing Hazards

Controlling or managing hazards refers to controlling the risk in the workplace. Work health and safety legislation identifies a Hierarchy of Control that range from hazard elimination to hazard management. Management and Educators are required to use the centre risk assessment to assess the potential risk and danger of a potential hazard.

Monitor and Review Hazards



Risk management is an ongoing process. Risks must be systematically monitored and management strategies reviewed to ensure that they continue to be effective and contribute to a safe and healthy work environment. New hazards can emerge over time resulting in control strategies becoming ineffective and therefore may require updating.

Inspection and Testing of Electrical Equipment

- Centre must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- A record of all electrical testing and tagging, must be attached and kept until the equipment is next tested or disposed of and must specify:
 - a) The name of the tester
 - b) The date and outcome of the testing.
 - c) The date on which the next testing must be carried out.

Maintenance of Fire Equipment

- All fire equipment at our centre will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below.
- External agencies will be employed to conduct the maintenance of the fire equipment if no currently employed staff or educators are qualified to complete the maintenance checks.

Back Care and Manual Handling

Employers and managers have a legal duty to provide safe workplaces and implement safe workplace practices.

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

Commendations:

- Due to the physical demands of child care, it is sensible to do warm-up exercises for three to five minutes before starting work. Predominantly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

The employer, in consultation with staff/educators will:

- Provide you annually with training in Manual Handling and Back Care.
- Display in the staff room written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment which requires more than one person to lift or move it.

Ideologies of Preventing Manual Handling Injuries

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.



To help prevent manual handling injuries:

- Kneel down rather than bend down.
- Sit down with the children rather than bend over
- Sit in an appropriate sized chair or on the floor.
- Carry children only when necessary.
 - The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible.
 - *Adults should try to avoid carrying a child on their hip because this can strain the back.*
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Minimise the need to reach above shoulder level.
 - If necessary use a step ladder.
- Avoid extended reaching forward,
 - For example, leaning into low equipment boxes.
- Share the load if the equipment is heavy, long or awkward.
- To lift a child out of a cot, it is vital to put the side down of the cot first, lean against the cot and raise the child as close as possible to your body. Do not stretch over and lift.
- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults.
- Remember these needs when buying furniture and equipment or upgrading facilities.
- Use equipment and furniture that can be moved around as safely and easily as possible.
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.
- Larger children to climb up steps/ladder provided to change table.

Avoid Twisting when Lifting

Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Use beds and equipment that are easy to move.
- Make sure you can see where you are going when carrying equipment or children.
- Be especially careful when lifting a child with special needs.

Avoid Accidents with Careful Housekeeping

Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.
- Lighting is adequate.

How to Lift Safely

1. Place your feet in a stride position.
2. Keep your breastbone as elevated as possible.
3. Bend your knees.
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity, i.e. around your navel.
6. Move your feet not your spine.
7. Prepare to move in a forward-facing direction



8. Ask for help when it is not possible to lift on your own.

How to Organise a Team Lift

1. Ask a colleague who is willing and able to help.
Ideally the colleague should be fairly well matched with you in size and strength.
2. Agree on a plan of action.
A coordinated movement during a lift is important.
3. Timing is important for co-ordination.
One person should act as a team leader and 'call' the lift.

How to Assess the Correct Storage and Shelving Height

Correct storage and shelving height is important to prevent slips, falls and strains:

- The best height range for handling loads is around waist level.
- The acceptable height for lifting is any point between the individual's knuckle and shoulder.
- **Seldom-used objects** can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
- **Avoid storing objects** at a level between an individual's knuckles and the floor.
- **Mechanical aids such as ladders and trolleys should be used where possible** to avoid lifting.

Manual Handling

Sustained Awkward Postures	One in which any part of the body is in an uncomfortable or unnatural position for a period of time: <ul style="list-style-type: none"> ○ Crouching ○ Lying, sitting, kneeling, or squatting on the floor with children
Repetitive Movement	Means using the same parts of the body to repeat similar movements repeatedly over a period of time: <ul style="list-style-type: none"> ○ Typing and other keyboard tasks
Sustained Movement	Means using the same parts of the body to hold a similar movement over a period of time: <ul style="list-style-type: none"> ○ Sitting at small tables and chairs, ○ Reading a story
Application of High Force	Occurs in a task that requires some effort. <ul style="list-style-type: none"> ○ pushing or pulling an object that is hard to move e.g. Trolley, play equipment
Exposed to Sustained Vibration	Vibration transferred from tools or machinery to the operators' body.
Handling of Live People or Animals	Handling of live people or animal is hazardous because their movement can't always be anticipated: <ul style="list-style-type: none"> ○ Distressed Child
Handling of loads that are Unstable, Unbalanced, or difficult to Hold	<ul style="list-style-type: none"> ○ Loads that are unstable or unbalanced can move or change shape suddenly, or are uneven or heavier on one side. ○ Loads that are difficult to hold include reams of large paper, balance boards, high chairs or loads that are very slippery, floppy, sharp, hot or cold.



Source: Education and Care Services National Law and the Education and Care Services National Regulations, Occupational Health & Safety Act 2004, Australian Children’s Education & Care Quality Authority, Guide to the ECA Code of Ethics, Staying Healthy in Child Care 5th Edition, Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”, First Aid Training, Cancer Council - SunSmart

Date Implemented: 16/04/2012

Review Completed: 15/04/2019

Schedule for Review: 15/04/2020

National Quality Standard – NQS		
Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
Education and Care Service National Regulations		
73	Educational programs	
74	Documenting of child assessments or evaluations for delivery of educational program	
75	Information about the educational program to be kept available	
76	Information about educational program to be given to parents	
80	Weekly menu	
86	Notification to parents of incident, injury, trauma and illness	
102	Authorisation for excursions	
103	Premises, furniture and equipment to be safe, clean and in good repair	
104	Fencing and security	
105	Furniture, materials and equipment	
106	Laundry and hygiene facilities	
107	Space requirements—indoor	
108	Space requirements—outdoor space	
109	Toilet and hygiene facilities	
110	Ventilation and natural light	
111	Administrative space	
112	Nappy change facilities	
113	Outdoor space—natural environment	
114	Outdoor space—shade	
115	Premises designed to facilitate supervision	
116	Assessments of family day care residences and approved family day care venues	
156	Relationships in groups	
158	Administrative space (centre-based services)	
168	Policies and procedures are required in relation to enrolment and orientation	
171	Policies and procedures to be kept available	
182	Tobacco, drug and alcohol free environment	

