



## **MICHAEL PARK KINDERGARTEN**

### **HEALTH AND SAFETY (2019)**

#### **Rationale**

The Rudolf Steiner Schools Trust is committed to providing and maintaining a safe and healthy workplace for all staff, children and other people in the workplace in accordance with the requirements of the Health and Safety at Work Act 2015, and the Education, (early childhood services) Regulations 2008 (46), and will

- take all reasonable steps to promote the good health and safety of both the children enrolled in the service and the associated workers and visitors; and
- take all reasonable precautions to prevent accidents and the spread of infection among both the children enrolled in the service and the associated workers and visitors; and
- take all reasonable steps to ensure that the premises, facilities, and other equipment on those premises are kept in good repair; maintained regularly; and used safely and kept free from hazard; and
- take all reasonable steps to ensure that appropriate procedures are in place to deal with fires, earthquakes, and other emergencies

#### **Guidelines**

##### **Responsibilities of the RSST**

The Rudolf Steiner Schools Trust is committed to providing and maintaining a safe and healthy workplace and environment for children, workers and other people in the workplace and achieve this through:

##### **A Safe and Healthy Environment**

- The Rudolf Steiner Schools Trust in conjunction with the Michael Park School Board of Trustees will; provide an environment including premises, furniture, furnishings, fittings, equipment and materials that are safe, hygienic, fit for purpose and appropriate to the age of the children (HS1), arranged/installed to reduce the risk of serious injury or damage (HS 6) and maintained in good condition.
- Environmental considerations will take into account warmth of the rooms (HS 24), safe storage and temperature of water (HS13 -14), noise levels (HS 15), and care of animals (HS 16).

##### **Induction and Training**

- Appropriate health and safety training will be provided to all staff annually and during the induction of new staff.

## **Hazard Management**

The kindergarten health and safety officer will ensure it has an effective system for identifying hazards and to take the appropriate action of eliminating, isolating or minimising any hazard likely to cause harm. Hazard identification and management will be undertaken on a daily basis and documented (HS 12). In addition to daily checks, hazard prevention will include an annual building warrant of fitness, inspections of electrical appliances, maintenance of fire alarm systems, playground safety checks and poisonous plant identification. Hazard management will be prioritised in any Maintenance planning and expenditure.

Kindergarten programmes will be structured to reduce children to UV exposure at peak times. Children and adults in the centre will be required to wear sun hats outdoors in terms 1 and 4.

## **Emergency Planning**

In the event of disaster, Michael Park needs to be ready to respond. Michael Park School and kindergarten will have plans and emergency supplies in place to deal with foreseeable emergencies. Furniture will be secure (HS6), assembly areas designated (HS5) and plans and supplies in place for emergencies (HS7) including an approved fire evacuation scheme (HS 4, HS 5). Drills and evacuations will be regularly practiced and the outcomes reported to the RSST through the board report (HS 8).

## **Crisis Management**

Early childhood centres are susceptible to the effects of a critical event, either directly within the operational life of the kindergarten or an associated event. Such a critical event for the purpose of this policy includes death or serious accident, contagion, fire, armed or dangerous person intrusion. In such events the RSST will ensure that a Crisis Management Team is convened to develop, implement and review an appropriate action plan to ensure the well-being and safety of staff and students, and to take into account the best interests of all those concerned, including parents and whānau and members of the community.

## **Education Outside the Classroom (EOTC)**

EOTC refers to all kindergarten activities that take place off-site. Consent for walks in Michaels Avenue Reserve, and Michael Park School are collected and agreed at enrolment. Local walk procedures are to be followed.

All other outings will be advised to parents in writing, require specific consent and be subject to school EOTC approval processes. This includes the implementation of all health and safety procedures such as a detailed risk assessment and management plan (RAMS), meeting adult/student ratios, transport arrangements (HS 18), and submitting event applications for approval in accordance with prescribed timelines and procedures. An EOTC Officer will be appointed and is required to be familiar with the school systems and documentation for EOTC and to provide guidance to teachers who are planning EOTC events. (HS 17)

## **Administering Medication**

Medicines will not be given to children unless instructions have been received in writing from the parents (HS 28) or if the medicine is given by a doctor or ambulance personnel in an emergency. Staff will not administer medicine that does not have the parents' specific written consent detailing the type of medicine, dosage and frequency or medicines that are expired or instructions are inadequate or inconsistent with packaging. A written record of medicine administration and training to administer medicines will be maintained (HS 29). An individual health plan will be developed in consultation with parents for children who require ongoing medicine and record of associated training maintained (HS 29). Staff will not administer Pamol or other medicines that mask pain and illness symptoms. Staff will administer antibiotics but only 48 hours after the first dose has been consumed.

### **First Aid**

First aid will only be administered by a staff member who holds a current first aid certificate, or is a registered medical practitioner or qualified ambulance officer or paramedic. (HS 25) A record of staff holding first aid certificates will be maintained. In addition to conventional first aid, selected Weleda first aid products will be used, specifically hypercal, combudoron and arnica.

### **Accident/Incident/Illness Register**

All accidents, incidents, injuries and near misses to children, workers or visitors, will be recorded in the early childhood accident register. A record will be kept of the circumstances of the accident, incident, injury or near miss and how it is responded to. All items in the register will be reviewed to reduce the likelihood of repetition (HS 27). Worksite NZ and Ministry of Education will be notified of serious injury, illness or accident when required (HS 34)

### **Monitoring Children's Sleep**

Beds and sleeping mats will be spaced and arranged in accordance with HS10 and hygienically stored when not in use (HS 11). A procedure for monitoring children's sleep will be displayed and consistently implemented and will detail that no child will have access to food or liquid while in bed and a record of checks for warmth and breathing will be updated at least every 5-10 minutes (HS 9).

### **Communicable Diseases and Illness Management**

The RSST's responsibility with regard to providing a healthy and safe work and learning environment includes protection from those carrying communicable diseases. This includes providing timely and appropriate information to parents, staff and students while safeguarding the privacy of members of the school community. The centre manager also has the authority (within employment laws) to take the necessary steps to ensure a staff member does not put other staff or students at risk (HS 26).

If the centre manager has reasonable grounds to believe a person is in a state of physical or mental health that presents any risk of danger to children or that person has an infectious or contagious disease or condition; then the centre manager will exclude that person from the kindergarten. This includes any person employed or involved in the kindergarten including parents and visitors.

Children who become unwell while attending the kindergarten will be kept at a safe distance from other children and sent home without delay (HS 26). A record of illness will be kept.

All practical steps will be taken to get immediate medical assistance in case of serious injury or illness (HS 27), and to notify a parent or caregiver of the situation.

No child or adult experiencing vomiting or diarrhoea will be admitted to the centre until **48 hours** after all symptoms have stopped. Length of exclusion from the centre will be consistent with public health requirements.

Handwashing procedures will be promoted and children will be washed when they are soiled or pose a risk to themselves or others (HS30).

Immunisation records will be collected at enrolment and updated at parent evenings.

Pandemic planning and responses will be coordinated in consultation with the school.

### **Nappy Changing**

A procedure for the changing of nappies that details safe and hygienic procedures and ensures children are treated with dignity and respect, will be displayed near the nappy changing facilities and consistently implemented (HS3).

### **Laundering**

A procedure that details the safe and hygienic laundering of linen and the system in place for the regular washing of bedding and soft materials/resources used by adults and children will be displayed by the washing machines, and consistently implemented and documented. (HS2).

### **Cleaning**

A cleaning schedule, cross contamination procedures and a procedure for safe storage of cleaning agents will be developed and consistently implemented. (HS 12)

### **Healthy Foods**

Michael Park School will promote healthy foods and nutrition as part of its commitment to promoting healthy eating and lifestyles. A planned menu will be displayed on the notice board. (HS 19). A record of food served in the centre will be maintained (HS 19) and food safety procedures followed (HS 20). Children will be supervised when eating (HS 22) and able to access water independently (HS 21) except when they are lying down.

### **Child Protection**

Michael Park School aims to uphold the safety and wellbeing of children by ensuring that there are appropriate child protection systems in place. All practical steps will be taken to protect children from exposure to images or material of an explicitly sexual or violent nature (HS29). A written policy on Child and Youth protection will guide the kindergartens response to suspected child abuse and neglect.

### **Alcohol, Drugs and Substance Abuse**

Michael Park is a smoke, alcohol and drug free environment. No smoking is allowed on site at any time. Alcohol may be served to adults at school related functions with the approval of the College of Teachers in advance and only in circumstances where a liquor license is obtained to control the sale of liquor and prevent the sale of liquor to under-age people. All hire of facilities for school events will

be subject to this policy. The kindergarten manager will exclude from the kindergarten any person under the influence of alcohol or any substance that has a detrimental effect on their functioning or behaviour. Consumption of drugs or possession of drug related paraphernalia will be reported to police (HS 33).

### **Cyber-safety and ICT**

Michael Park School's Cyber-safety policy applies to all employees and to all students. It also applies to other professional trainees assigned to the school from time to time, contractors, relief teachers. Michael Park School will maintain procedures and guidelines to ensure the appropriate use of communication technologies and the internet with the overall goal of maximising the educational benefits while minimising the risks. Access to social networking sites is not permitted at school. Michael Park School reserves the right to access and review all use of its computers and/or network facilities either during or outside school hours.

### **Wellbeing**

The RSST acknowledges that teaching, by its very nature, carries with it stressful situations which cannot necessarily be alleviated. The Board aims to provide support and assistance to staff in times of stress and to work towards maintaining a healthy workplace. This includes promoting awareness of workplace stress and reducing, as far as possible, unreasonable workplace stress on employees.

### **Responsibilities of all workers**

All workers in the kindergarten have a vital role and responsibility to maintain a safe and healthy workplace by:

- Making health and safety a key part of your role
- Taking reasonable care for their own health and safety.
- Ensuring that no action or inaction on their part endangers themselves or others.
- Being involved in improving health and safety systems at work
- Following all instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new workers, staff members, trainees and visitors to the workplace to understand their responsibilities and the necessary safety procedures.
- Reporting any health and safety concerns or potential issues through the reporting system
- Keeping the work place tidy to minimise the risk of any trips and falls
- Wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards
- Contributing to the ongoing revision and implantation of of health and safety procedures

Workers include, but are not limited to, employees, designated volunteer workers, contractors and student teachers,

### **Health and Safety Committee**

The Michael Park Health and Safety Committee comprises the Health and Safety Officer and staff representatives from various areas of the kindergarten and school and a Student Leadership

Council representative. This committee will meet regularly (at least monthly) to monitor and review Health and Safety systems, address any issues which arise, and promote the health and safety of all students and staff. This committee will report to the RSST through the board report at RSST meetings. A health and safety officer will be appointed for the kindergarten who will liaise with the health and safety committee through the caretaker. The committee in association with the centre manager is responsible for ensuring all workers are informed of any relevant health and safety issues as they arise.

### Reporting

The Kindergarten Manager shall in consultation:

- review the health and safety policy annually
- provide an audit report against the health and safety licensing criteria biannually
- Report health and safety incidents or concerns to the health and safety committee or directly to the RSST as appropriate

The RSST shall have a standing agenda item on health and safety at their board meetings. Reporting shall include:

- Any issues or reports of health and safety incidents or concerns at the kindergarten or school and recommended actions to be taken by the RSST or jointly by the RSST and the Board of trustees.
- Any health and safety issues identified in inspections or work commissioned by the RSST.

Ratified by the Rudolf Steiner Schools Trust

23/07/2019\_\_\_\_\_

Date

Melanie Woodham\_\_\_\_\_

Name of Trustee

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Signature of Trustee