

Otago University Childcare Association Health and Safety Policy

Rationale:

The Otago University Childcare Association (OUCA) is committed to providing a safe and healthy environment for all staff, enrolled children, whānau, contractors and visitors to our facilities. We will comply with all relevant health and safety legislation, standards and codes of practice. The OUCA will alongside staff, strive to improve its health and safety performance.

The Health and Safety at Work Act 2015 requires that:

While at work, a worker must—

- (a) take reasonable care for his or her own health and safety; and*
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and*
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.*

A person at a workplace (whether or not the person has another duty under this Part) must—

- (a) take reasonable care for his or her own health and safety; and*
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.*

For the purposes of the Health and Safety at Work Act 2015 the OUCA Board is the 'person conducting a business or undertaking' and as such has primary duty of care to children, workers and visitors. As 'the officer' the Manager has a duty of due diligence.

Staff, parents/whanau and children are encouraged to bring any Health and Safety issue to the manager/head teachers and have a responsibility to take action if there is immediate danger.

The OUCA will provide an environment that encourages all staff and volunteers to actively manage their own health and wellbeing. All permanent teaching staff will have current first aid certificates and where ever possible staff will attend health and safety training. Injured staff will be supported to return to work as early as possible.

The Association will have a Health and Safety Committee (the committee) which will meet termly. The committee will be made up of the health and safety representative from each centre and the manager. Their role will be to promote an environment of understanding of health and safety requirements and obligations amongst staff and report on any issues or trends in regard to both child and staff health and safety.

Relevant Procedures:

- OUCA risk register.
- Health and safety committee representative job description.

- Child Protection Policy.
- Emergency Procedures.
- Hazard Identification procedure.
- Care of Children with Identified allergies procedure.
- Exclusion of sick children or adults procedure.
- Sun Protection procedure.
- Care of Animals procedure.
- Staff health and wellbeing procedure.
- Pandemic Planning Procedure.
- Food and Nutrition Procedure.
- Excursion Procedure.
- Sleep procedures.
- Administration of medication procedures.
- Daily environment checks.

In the development of this policy and associated procedures we have referred to:

- Implementing the Health and Safety at Work Act 2015 – A guide for early learning services April 2016.
- Vulnerable Children Act 2014 – A practical guide for Early Childhood Education Services, Nga Kohanga Reo, Play groups, Schools and Kura.
- Ministry of Education 2011 Influenza pandemic planning guide for early childhood education services and schools and tertiary organisations.

Budget Implications:

First aid training, health and safety training.

Reviewed February 2023.

Hazard Identification Procedure

1. It is expected that all staff will remain alert to hazards at all times and take timely action when required.
2. Everyday a designated staff member will address any identified hazards in the indoor and outside play areas before children access the area. The checking process will be confirmed by documentation. During summer and autumn twice daily checks for specified fungi in identified playgrounds if necessary.
3. Quarterly inspections of all premises will be carried out by the Manager or one of the Head Teachers (or delegated as required) using a checklist and documented.
4. At regular staff meetings all staff will be given the opportunity to notify management of any hazards recently identified. It is the responsibility of each individual staff member to notify management of any hazard they are aware of.
5. *All hazards likely to cause serious harm will be notified to the Manager immediately.*
6. A Risk Register will be sighted and signed by all staff, casual staff, volunteers, visitors and contractors to acknowledge that they have sighted the list of identified hazards. The list of hazards will be displayed prominently in each centre and updated as required.
7. Centre notice boards will be used to alert all staff and visitors to any temporary hazards identified on a day-to-day basis.
8. Any significant health and safety issue/hazard, and the steps taken to eliminate, isolate or minimise the hazard, will be documented and noted in the staff meeting minutes and the Monthly Board Reports.
9. All accidents (staff and children) will be documented in the accident register and this will be analysed by the centre health and safety representative and brought to the attention of staff at each regular staff meeting to identify any patterns and/or necessary actions to be taken.
10. Accident records will be kept for five years.
11. A Health and Safety Committee, consisting of the Manager and a staff representative from each centre, will meet once each term to evaluate practices, procedures and review systems. Each elected representative may attend 1.5 days training in his or her role as a workplace Safety Representative. NZEI preferred provider.

Otago University Childcare Association Risk Register

The content of this risk register has been reviewed by the Otago University Board and the Manager on [date].

The next review is scheduled to take place on [date].

Signed: [signature of authorised person/s]

Name: [name of authorised person/s]

Health and Safety Representative Job Description

Each centre will elect a health and safety representative who will:

1. Participate in all termly OUCA health and safety committee meetings.
2. Have a good understanding and working knowledge of all OUCA Health and Safety policies.
3. Provide a report to the health and safety committee meetings which will include monthly summaries of all accidents, near miss incidents and illnesses from the centre they represent.
4. Support a prompt action, solutions focused attitude toward health and safety matters.
5. Report back to staff meetings any relevant action points or business from the health and safety committee meeting.
6. Ensure all procedures, supplies and forms in their centre relating to health and safety are updated and in a state of readiness if required.
7. Support all staff to understand their health and safety obligations.
8. Promote agreed upon Association health and safety practices.
9. Pass on any health or safety concerns to their head teacher and or manager in a timely manner.
10. Attend health and safety training when available.

Supervision procedure

For the purpose of the Ministry of Education regulations and OUCA policies and procedures, the person responsible is the centre head teacher, when they are not on contact time then the assistant head teacher becomes the person responsible, where they also are not on contact time then the qualified registered teacher that started earliest that day is the person responsible unless the head teacher has specifically stated otherwise.

Teachers in 'contact time' with tamariki will actively supervise them to provide optimal learning opportunities while ensuring their safety and wellbeing. The environment teachers are working in is set up and they place themselves in it in such a way that supervision of tamariki is most effective. Good supervision is supported by effective and clear communication with colleagues.

Ratios of adults supervising children in an area will take into consideration any possible safety issues (eg water troughs, wood work) and understanding of child interaction that may need to be supported.

Supervision must take into consideration OUCA policies and procedures such as Child Protection, Sleep Procedures, CICT, Food and Nutrition and Assessment and Planning.

Incident and Injury Procedure

Accident, illness, near miss and incident records will be kept in relation to children and staff.

Accidents: Responses to accidents will be in line with the first aid training provided to all permanent teaching staff. Immediate medical assistance will be sought for a child or adult who is seriously injured. Appropriate care and concern will be given in all circumstances. Where the person responsible believes it is needed for a child, then a parent/caregiver will be contacted. Contact will be sensitive to any privacy or support that a parent/caregiver may need when being notified. Accidents, including the detail of the event/s leading up to them will be recorded using the OUCA accident form, a copy of which will be offered to the parent/caregiver of the child after they have sighted and signed it. In the case of a staff member it is given to them. When it has been suggested by a teacher that a child or staff member may require medical attention the Head Teacher and Manager will be informed in a timely manner appropriate to the level of injury.

Bites: when a bite occurs the positive guidance procedure and the accident procedure above will be followed. Where the bite breaks the skin, parents/caregivers will be notified and medical attention/advice suggested. The parent/caregiver of the bitten child will be informed in a sensitive manner. Teachers will keep a confidential record of who has bitten in order to establish any trends or concerns. Where teachers have a concern or where the child has bitten more than once in the past month and was over two years of age then the parent/caregiver of the child will be informed and strategies used by teachers discussed in a sensitive manner.

Illness: Records of child and staff illness will be kept by each centre. Immediate medical assistance will be sought for a child or adult that becomes seriously ill. When appropriate, public health advice will be

sought and followed and may for example require enhanced cleaning and or other procedures to be followed.

Near misses and incidents: a record of the near miss/incident will be provided to the head teacher and manager. It will outline what happened, when it happened, possible causes, action taken at the time and what can or has been done to ensure it is unlikely to happen again. The Manager will keep this record and take appropriate action where required.

Accident, illness, near miss and incident records will be analysed and reviewed noting any trends, concerns and or change in practice as a result and reported on at Health and Safety Committee meetings. Any issues or trends will be reported to the Board. Where a significant injury occurs the Manager will notify the Ministry of Education.

Records will be kept for two years in cases other than those that are notified to WorkSafe New Zealand, where they will be kept for five years.

Exclusion of sick children and adults procedure

1. All people will make every effort to protect all others from contacting infectious diseases, use standard precautions; eg, hand washing, hand sanitisation, coughing into elbow, disposal of tissues immediately.
2. Children and adults who are sick are not to be present at the centre. This will include vomiting within the last 48 hours, diarrhoea within the last 48 hours, high temperatures (over 38 degrees C); and conjunctivitis, impetigo and any other contagious illness, as per Ministry of Health Contagious diseases publication. At times staff may be satisfied that the explanation of symptoms means that no other children's health will be put at risk if a child attends.
3. The Ministry of Health Contagious Diseases Chart is used as the authoritative list of illnesses.
4. If children or staff return to the centre in less than the recommended timeframe, they will be asked to go home, to minimise the potential of cross-infection.
5. Staff and children who become ill while at the centre will be allowed to leave immediately or if necessary, stay in isolation until a family member arrives to collect them.
6. A designated isolation area will be identified in each centre.
7. Parents will be consulted if their child is perceived to be unwell, especially if the child is requiring one to one contact from an adult and this cannot be provided. They will be asked to make alternative care arrangements if their child has vomited or has more than one loose bowel motion, unless staff are satisfied that the explanation of symptoms means that no other children's health will be put at risk if a child attends.
8. Children attending are expected to be able to fully participate in the everyday programme unless an ongoing condition precludes this.
9. The staff member will complete the accident and illness books.
10. If the centre is notified that a child will be absent due to illness this will be noted for future reference.

11. If non-prescription medication is charted by a parent it must be for a specific illness/condition with full information on the medication chart.
12. An immunisation register is kept onsite, the Head Teacher will ensure it is updated.
13. Each child's immunisation information is recorded at the time of enrolment/starting and on advice of any further immunisations.
14. If a child is not immunised then the family/whānau is advised that in the event of an outbreak of a notifiable disease they will be informed immediately.
15. Where a notifiable disease is contracted by a child or staff member the head teacher will contact the public health nurse immediately and follow their advice.
16. A head teacher has the authority to exclude any child who they believe constitutes a risk to others due to an infectious illness. The head teacher may consider factors such as decline in health over time, the child requiring one on one care.
17. The Public Health Nurse will be consulted to clarify any issues arising from the health and wellbeing of any children.

Care of Children or staff with identified Allergies

1. On the enrolment form parents are requested to acknowledge any allergies their child may have.
2. Where a staff member has an allergy they provide this information at induction and develop a plan as needed with their head teacher.
3. A management plan is developed with the Head Teacher, and Public Health Nurse if required.
4. Staff are alerted by notices in the dining area of children's food allergies and the cooks plan meals to accommodate these.
5. A serious health allergy may require specific staff training as part of the management plan.

Sun Protection

From Sept until May:

1. It is the responsibility of all staff to ensure children are protected from the sun at all times. E.g. sunhats.
2. The OUCA will provide a SP30 broad spectrum sunscreen that meets the AS/NZ 2604 standard, to be applied to all exposed skin on each individual child (excluding infants under 1 year and children with very dark skin e.g. children of African ethnicity) taking into account the protection afforded to the individual child from clothing, the child's skin colour, shade and weather on any particular day. Children under 1 year wear a hat and clothing to protect them from the sun if they are not placed completely in the shade. UV ratings of 3 and above require children to have protection from the sun for example shade or sun screen.
3. Any child allergic to the centre sunscreen will provide their own sunscreen.
4. Staff are expected to model safety in the sun and therefore use sunscreen and wear sun hats and clothing that protects the skin.
5. Parents will be encouraged to supply their children with closely woven clothing to cover the majority of their bodies, as this, alongside the use of hats, will limit the use of sunscreen. If a parent requests that their child does not use sunscreen then their child must have their body protected by suitable clothing.
6. During the hours between 10am and 4pm the need to protect children from over exposure to the sun will be a major consideration, utilising available shade whenever possible.
7. Shade cloth should be erected outside during the high risk months (Sept-April), and taken down during the months of May to September.
8. On days of extreme UV ratings (check sun smart website), the centres will adjust their programmes to ensure maximum sun protection for the children. E.g. Outside programmes operating early morning and late afternoon.
9. 'Children should be encouraged to enjoy the sun from 1st May through to Sept/October without sun protection as the UV rates are generally too low to cause overexposure. It should be noted that vitamin D is largely created in the body as a result of exposure to UV radiation and is important for strong bones and general health', (Cancer Society Newsletter for Early Childhood Education Centres. 1st May 2008)

Animals

- 1 Any animal confined on the premises will be housed in sanitary conditions and cared for with every consideration given to the animal's and children's welfare.
- 2 All visiting animals will be fully under the control of an adult at all times. Each child will be in control of whether they have contact with the animal or not and at no time are the children or animal to be unduly stressed by the introduction of an animal to our environs.
- 3 If a stray animal comes on to one of our properties or is met during an outing the children's welfare will be secured followed by actions to ensure the welfare of the animal. SPCA, DCC or owners will be notified. A stray animal will be confined in a separate space from the children.
- 4 The children will be instructed to treat animals with care and respect at all times. Hand washing is compulsory after contact with an animal.

NB. For cultural reasons some children may need to be dissuaded from touching meat eating animals.

Staff Training

1. Training for fire wardens, cooks and others, including the use of the extinguishers, will be accessed when offered through the University.
2. The OUCA will provide information, in the form of a video, booklet or presentation, which sets out OSH approved lifting procedures.
3. All regular teaching staff are required to maintain current First Aid qualifications with the financial cost met by the Association. If a teacher has not taken up an opportunity to renew their First Aid certificate and it lapses they will be required to pay the cost of the full certificate.
4. Emergency evacuation procedures are practiced by all centres four times per year (min).

Staff Health

1. Regular staff will be offered free flu vaccinations annually and whooping cough vaccinations if recommended by the Health Dept.
2. All staff will be informed of the risk to their health of contracting infectious diseases including covid-19, chickenpox, rubella, tetanus, polio and hepatitis B. They will be encouraged to have their immunization status checked.
3. If a staff member has a serious infectious condition it is expected they will stay at home until the condition is under control and no longer infectious. Individual discretion should be used at all times in respect to minor infections.
4. The Manager may, in accordance with the Early Childhood Regulations, exclude, in consultation with the Medical Officer of Health or Public Health Nurse, any staff member who they believe constitutes a health risk to others.
5. Disposable gloves will be readily available to staff at all times. When gloves are worn the user needs to do so safely ie in a way that minimises cross contamination. These will be worn when an exchange of bodily fluids could put the health of the child or staff member at risk. E.g. changing a soiled nappy, treating a child when blood or vomit is present. Dental/Medical Facial masks will be available to all staff to wear when cleaning up vomit.
6. Qualified and professional counseling contracted by the Association, is available to enable staff members to return to full health, well-being and productivity if personal problems are seriously affecting their work performance. Only counseling contracted by the Association will be funded by the Association. Up to 3 one hour counseling sessions will be offered to any permanent member of staff when a problem is recognized by the staff member themselves and/or where a person potentially becomes a hazard to the health, safety and welfare of themselves and/or others. The Counselor will maintain confidentiality of all records and discussions with the staff member except if a counselor believes that the person is 'unfit for duty' then the Association may be advised.

Safe and Early Return to Work

Any employee who is on ACC leave will be supported in returning to work. Management, after considering any budget implications, will if possible offer light duties and work with ACC to facilitate a return to work as soon as possible.

Visitors Procedure

All visitors to OUCA centres will be made to feel welcome. Staff must approach visitors to the premises who have not signed in and ensure they follow this procedure or leave. This procedure is in place to ensure the safety of visitors, children, parents/caregivers and staff.

Visitors do not include staff, children their whanau/families or students attending as a part of their course work.

Visitors include volunteers, maintenance technicians, specialist education workers and others moving beyond the immediate entrance area.

1. All visitors are expected to introduce themselves to a staff member in each centre they enter.
2. All visitors will read the risk register and sign the visitors' book to show acknowledgement of risks and as a record of their presence.
3. Visitors will not be left alone with children unless the child's parent/caregiver has given permission for this to occur.
4. Visitors will sign the visitor book as they leave.

Pandemic Action Plan

In the circumstance of an influenza or any other pandemic we will act under the guidance of the Ministry of Education and our Public Health Nurse from the Ministry of Health. The OUCA 'Pandemic Manager' will be the Manager.

This is what we always do:

All centres constantly work to minimise cross infection. These measures will be reinforced during a pandemic:

- Ensure supplies are always available and stored appropriately. Face masks, disposable gloves, disposable aprons, tissues, paracetamol for adults, disinfectant, bleach, toilet paper, paper towels, rubbish bags, cloths and liquid soap.
- All visitors must report to staff when they arrive, they must sign in
- Review all cleaning practices and ensure procedures for 'enhanced cleaning' are planned for.
- Children or staff who are unwell are isolated and then sent home as per the Exclusion of Sick Children and Adults Procedure.
- Keep contact details for the Public Health Nurse and the University Emergency and Business Continuity Coordinator
- Ensure emergency kit contents are regularly (at least annually) reviewed.
- Liquid soap dispensers and paper towels are in all bathrooms.
- Handwashing posters are up in all centres.
- Info care is maintained to record all emergency contacts for children and staff. Info care can be accessed remotely, ie off site, by head teachers.
- Annually remind parents to check that contact details held on infocare are current.
- Annually check contact details kept on infocare for staff are correct.
- Staff annually check that they have the resources to work from home. If they don't then arrangements are able to be made for them to be able to do so.
- Prepare notices and have them ready in the kit. *Protecting Yourself and Others Against Respiratory Illness, Hand Hygiene, all others can be found at <http://education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/pandemic-planning-kit/pandemic-planning-guide/>*

Where cases could be occurring:

Procedure to be followed for detection and management of suspected pandemic influenza cases.

1. A child or adult is suspected of having influenza/pandemic illness. Tell the manager.
2. Move into enhanced cleaning practices

3. Avoid contact with the sick person if possible and manage the process over the telephone where possible.
4. Signs will be put up asking anyone that is unwell to not enter our centres eg do not enter if you are feeling unwell.
5. For someone at the centre who is ill ask and observe them for symptoms
 - high fever,
 - headache,
 - fatigue and weakness,
 - sore throat,
 - cough,
 - chest discomfort,
 - difficulty breathing,
 - muscle aches and pains,
 - been overseas recently or in contact with someone diagnosed with influenza or similar.
6. If Yes to two or more of the symptoms and person has been overseas OR in contact with someone diagnosed with influenza. Child or person unwell. Maybe a case of influenza.
7. Obtain a surgical mask for them, advise their family and organize for them to leave immediately. Fill in the suspected influenza notification form (see resource below) with names of people in contact with them.
8. Advise local Medical Office of Health 476 9839. Suggest the ill person or parents/caregiver contact their Dr.
9. Advise contacts that they have been in contact with a suspect case. Ask contacts to go home and stay there until advised otherwise. {The Centre would close only on the advice of the Ministry of Health.}
10. Arrange to clean up the centre.

When cases are occurring:

Other Issues and procedures to be aware of include:

- Cleaners will need to be contacted to ensure enhanced cleaning processes are followed.
- All Ministry of Health official guidance is followed at all times.
- Resources such as template forms, letters to families and staff are available in <http://education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/pandemic-planning-guide/>
- In the circumstances where the centre is closed staff may be able to work on site or off.
- MOE Funding will continue for children for 3 weeks and with a medical certificate for up to 12 weeks.
- Staff will not be able to leave the centre until all children are collected. Our priority is to ensure the safety of the children. Oranga Tamariki will be involved in finding a solution if children are not collected within a reasonable time.
- Communicate with all staff and families via email regarding the situation - giving regular updates.
- Ensure the Board are aware of the situation.
- Ensure a flow of air through the centres. Opening windows and doors.
- **Staff and Children's Travel.** Advise the person (or the parents/whaanau for a child) not to attend the centre for the duration specified by Ministry of Health for the disease, ask them to follow instructions on the Ministry of Health website www.moh.govt.nz , check on staff member or child during their absence, they can return only with permission of the Head Teacher/Manager.

- ***Social Distancing*** may need to be practiced.
 - avoid face to face contact if possible. Phone between office and centre.
 - Avoid unnecessary travel/meetings eg excursions
 - Avoid Public Transport.
 - Avoid congregating in staffrooms.
 - Avoid shaking hands and hugging.

[We would practice social distancing in our environments to the extent that is practicable while still offering the children a high level of care.]

Please note that at all times the OUCA ICT policy in regard to contacting families and sharing of contact information must be followed.

Reviewed February 2023

Due for review February 2026