



Health and Safety Policy

RATIONALE:

All teachers at Akoranga preschool strive to provide for the welfare of the children a safe and stimulating environment. Teachers must also take steps to ensure their own safety at work.

TE WHĀRIKI:

Well-being – Goal 3. Children and adults experience an environment where they are kept safe from harm.

PROCEDURES:

- Teacher at all times must follow the instructions of the management regarding health and safety.
- All teachers will take every precaution to ensure children, other staff, students, parents and visitors to the building are safe from harm.
- All registered teachers at Akoranga preschool hold current first aid certificates.
- Water temperature for children to wash their hands will be between 38 – 40 deg cels
- Records are kept in the form of accident, medicine, illness and maintenance books.
- Earthquake, fire and civil defence drills and strategies are in place.
- We employ cleaners who ensure the centre is clean and tidy for the beginning of each new day.
- We employ a kitchen person who heats the children's meals in accordance with the NZ ministry guidelines and Akoranga Preschool's Food Preparation Policy.
- Teachers check the grounds at the beginning of each day, any dangerous items are removed or isolated until they can be repaired or replaces.
- A maintenance form is kept and recorded daily on any repairs and maintenance carried out within the centre then recorded on maintenance form monthly by Health and Safety officer.
- Painting the buildings will be undertaken when required.

- All teachers must follow the correct procedures for lifting children or equipment to protect their backs.
- All staff who work at Akoranga preschool must monitor their health to ensure they are fit to work in their job in line with the Early Childhood regulations.
- All poisons are kept in all teacher only areas and are stored out of reach of children.
- First aid kit is kept replenished by AlSCO every 12 weeks
- Civil defence kit is checked every 6 months by the health and safety officer.
- A disinfectant solution will be used on high risk surfaces to minimize the spread of illness and infection.
- Staff and management will follow all procedures to keep compliance with the health and safety in employment act.

Date approved: June 2018

Review Date: June 2020