Policy Statement	At Tathra Preschool we recognise our duty of care to protect the health, safety and welfare of our employees and others who enter preschool premises. To achieve this, we will work towards maintaining safe working conditions, using procedures designed to ensure the safety of our employees and the public and conscientiously observing all legal requirements and safety regulations. A collaborative risk management approach underpins this policy to protect children from harm and any hazard likely to cause injury, manage risks and implement procedures to maintain a safe environment for children, educators and families and others who enter the preschool premises.
Policy Goals	Tathra Preschool will implement Work Health and Safety Practices to ➢ Prioritise the maintenance of an environment and conditions that are safe. ➢ Assist with early detection of potential hazards and to reduce risks. ➢ Comply with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

Risk Definition

Risks can include structural damage, property damage, a security issue, maintenance issues, dangerous items, equipment, garbage or any other item that may cause injury, illness or death. Early identification of potential hazards and effective strategies to reduce or prevent further risk is vital.

Strategies; How will it be done?

The Approved Provider will:

➢ Establish a Workplace Health and Safety committee/ officer to oversee all risk management procedures.

The Nominated Supervisor will:

➢ Conduct a risk assessment to determine potential emergencies that may be relevant to the education and care service. (Refer to *Emergencies and Evacuation Policy)*

➢ Ensure a risk assessment occurs prior to excursions (see *Excursion Policy.)*

➢ Liaise with educators to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, record and review hazards.

➢ Ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators.

➢ Use induction and ongoing education to remind staff about risk minimization to protect their own health and safety, e.g., no lift policy of children, safe lifting procedures and other ways to reduce risk when caring for children.

➢ Inform families, during orientation and enrolment, about Tathra Preschool Risk *Management Policy* and the need to maintain all emergency contact details. Written consent will be obtained from families for permission to access urgent medical, dental, hospital and ambulance assistance.

➢ Ensure that educators and families are informed of Tathra preschool's Risk *Management Policies and Procedures*. These include:

≈ Emergency and Evacuation Policy

≈ Preparing for Critical Incident

≈ Incidents, Injury, Trauma and Illness Policy

≈ Excursion Policy

≈ Safe Storage of Dangerous Goods

≈ Emergency and Evacuation Policy

➢ Ensure that educator roles and responsibilities are clearly defined.

➢ The WHS Checklists are completed and review as an active document to inform safety procedures .

- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.
- Ensure that at any time the preschool is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training, and at least one educator who has undertaken emergency asthma management training is in attendance and available. The same person may hold one or more of these qualifications.
- Notify the Approved Provider before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.
- Develop an individual health plan and risk assessment for any staff member that has an ongoing chronic health issue to ensure duties do not put employees at any further risk.

Educators will:
- Complete daily WHS checklists of the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the nominated supervisor immediately.
- Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.
- Be encouraged to complete first aid training and professional development to increase their awareness of risk management.
- Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families and educators.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Relevant Legislation	➢ Children (Education and Care Services National Law Application) Act 2010 ➢ The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 201 ➢ Education and Care Services National Regulations 2011: 85, 97, 100, 101, 136, 168 ➢ National Quality Standard for Early Childhood Education and Care and School Age Care: Links to National Quality Standards/Elements: 2.3.1, 2.3.2, 2.3.3, 3.1.1, 3.1.2, 6.1.1, 7.3
Linked policies, procedures and forms	➢ Attendance record ➢ Medication Form ➢ Enrolment Form ➢ Enrolment Handbook ➢ Enrolment Induction ➢ Accident/Illness/Trauma Report ➢ Educator/Employee Injury/Accident/Illness Report ➢ Educator/staff Code of Ethics ➢ Educator/staff induction checklist

	➢ Hazard Report
	➢ Daily Hazard Management Check
	➢ Emergency procedures
	➢ Faeces, Vomit and Blood spills procedure (Bio waste spill kit)
	➢ First Aid Checklist
	➢ Hand washing diagram
	➢ Hazard Identification and Incident Report
	➢ Hazard Register
	➢ Maintenance Schedule
	➢ Risk Assessment
	➢ Staff, Student & Volunteer Induction Policy
	➢ Confidentiality and Privacy policy
	➢ Enrolment and Orientation
	➢ Interaction with Children Policy
	➢ Arrivals and Departures Policy
	➢ Guiding Children's Behaviour Policy
	➢ Excursions
	➢ Grievances and Complaints Policy
	➢ Staff Appraisal Policy
	➢ Health Hygiene and Infection Control
	➢ Medication and Medical Conditions
	➢ Accidents, Emergencies and First Aid
	➢ Emergency Procedures Policy
	➢ Incident, Injury, Trauma, Illness Policy.
	➢ Work Health and Safety Policy
	➢ Staff Immunisation
	➢ Supervision Policy

Sources and References	➢ Children (Education and Care Services National Law Application) Act 2010
	➢ Education and Care Services National Regulations 2011
	➢ Guide to the National Quality Standard (3) ACECQA (2011)

- ➢ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- ➢ WorkCover NSW https://www.safework.nsw.gov.au/
- ➢ St John DRABCD Action Plan St John Ambulance (NSW) https://www.stjohnnsw.com.au/health-services/
- ➢ Ambulance Service of NSW https://www.ambulance.nsw.gov.au/
- ➢ NSW Fire and Rescue https://www.fire.nsw.gov.au/
- ➢ Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.)
- ➢ Office Of the Children's Guardian https://ocg.nsw.gov.au/resources
- ➢ Download the **Guide to the Child Safe Standards for early childhood education and care and outside school hours care services (PDF, 7.5MB)**
- ➢ Quality Area 2: Children's Health and Safety

| **Updated** | April 2022 | **Review Date** | 2024 or when procedure, practice or legislation changes. |