



HEALTH AND SAFETY POLICY

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

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, practised 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 SERVICES NATIONAL REGULATIONS

182	Tobacco, drug and alcohol-free environment
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156	Relationships in groups
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
117	Glass (additional requirement for family day care)
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
99	Children leaving the education and care service premises
102	Authorisation for excursions
111	Administrative space (centre-based services)
158	Children's attendance records to be kept by approved provider
168	Policies and procedures are required in relation to enrolment and orientation

171	Policies and procedures to be kept available
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RELATED POLICIES

Arrival and Departure Policy Child Protection Policy Clothing Policy Governance Policy Hand Washing Policy Incident, Illness, Accident and Trauma Policy	Orientation of New Families Policy Physical Environment Policy Safe Storage of Hazardous Substances Policy Sick Children Policy Sun Safety Policy Supervision of Medication Policy Water Safety Policy
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PURPOSE

We aim to protect the health, safety and welfare of children, Educators, families, and visitors of the Service by complying with current health and safety laws and legislation.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

IMPLEMENTATION

New work health and safety (WHS) laws have commenced in the following States and Territories, using consistent WHS legislation instead of previous OH&S laws:

- Commonwealth
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- Tasmania
- South Australia

Victoria and Western Australia are yet to develop new legislation to reflect WHS terminology.

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 references to work, health and legislation as it underpins this framework.

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

- Management fulfils its responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations and are safe in the workplace; 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 a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness, and to provide 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*.

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 Service to provide families with further information.

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

ARRANGEMENTS FOR LAUNDERING OF SOILED ITEMS

- Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and it will be placed into a plastic bag. Items will be stored securely in a sealed container and not placed in the child's bag. For more information refer to the *Nappy change and toileting* procedure.

CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT

- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment that needs maintenance on a prioritised basis in the maintenance register.

- Resources and equipment will be chosen to reflect the cultural diversity of the Service’s community and the cultural diversity of contemporary Australia.
- The Service will actively pursue the contribution of families regarding toys and equipment at the Service.
- All new equipment will be checked against Australian Safety Standards
- Children will be carefully introduced to new toys and 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 involve the use of water will be 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 Approved Provider will advise educators and parents about the purchase of new equipment and ensure a risk assessment has been conducted.

THE CHILDREN’S LEARNING ENVIRONMENT

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

ON-GOING MAINTENANCE

- The Service will reflect on the environment and establish a plan ensuring that the environment continuously complies with our philosophy of providing a safe and secure environment that is stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will also ensure that the Service and its grounds comply with Local Government regulations, and regulations regarding fire protection, ventilation, natural and artificial lighting and safety glass.
- Should the Service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families, and others at the Service is not compromised.

THE CHILDREN'S GROUPINGS

- Our Service groups the children throughout the day according to their age and/or developmental stage. Within each room children are able to explore and develop new skills and knowledge 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.
- To allow children to interact with the children and educators from other rooms in the Service, in the morning for example, we have family grouping where all children attending the Service are grouped together.

SAFETY CHECKS

A daily inspection of the premises will be undertaken which will include the:

- Service Perimeters
- Fences/Fence Line
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must to 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 daily safety checks will be conducted prior to the children arriving at the Service.

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 as per the recommendations of our local council.

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

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

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 Service. Any required maintenance will immediately be reported to the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

The Service 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.

CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- The Service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Educators will clean the Service at the end of each day and throughout the day as needed, signing off on all cleaning duties that have been completed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness hygiene, and safety.

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

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the Service.
- 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.
- Ensure 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.
- Ensure containers are disposed of correctly following local council guidelines, and not reused under any circumstances.
- Ensure all dangerous chemicals, substances and equipment are 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.

- Follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment
- Refrigerate substances that must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- Ensure all hazardous chemicals are supplied with a Safety Data Sheet (SDS) (formerly called a Material Data Safety Sheet). Our Service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- Ensure there is a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, first aid instructions, and the current SDS. The register will be readily accessible.
- Ensure appropriate personal protective clothing is worn in accordance with the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, 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 given to the appropriate authority that administers workplace health and safety 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 also notify the appropriate authority that administers workplace health and safety and any other person or authority as required by Regulations or guidelines.

HAND WASHING

Effective handwashing is the best way to prevent the transmission of germs. Adults and children should wash their hands:

- When hands are visibly dirty
- When coming inside from being outside
- On arrival
- Before eating
- Before preparing food items
- After touching raw meats such as chicken or beef
- After contact with any body fluids such as blood, urine or vomit
- After changing infant or adult nappies

- After touching animals or pets
- After blowing your nose or sneezing and after assisting a child to blow their nose
- After meals
- After going to the toilet

MINIMISING POTENTIALLY DANGEROUS SUBSTANCES

Our Service minimises the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g. pink for the kitchen, yellow for the bathroom) will be used in order to eliminate cross contamination. Different rubber gloves will also be used in each room then hung out to air-dry. Before returning to the children educators will wash and dry hands.

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. It is more important to ensure that 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 penetrate the germ.
- To be able to act against those particular germs.
- To be of the right concentration.
- Enough time to kill the germs, which is generally at least 10 minutes.

DETERGENTS

To work in accordance with *Staying healthy: Preventing infectious diseases in early childhood education and care services*, proper cleaning with detergent and warm water, followed by rinsing and air-drying 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 allow germs to multiply.

NAPPY CHANGE AREA

Nappy change areas must be cleaned after each use with disinfectant. Refer to *Nappy Changing Policy and procedure*.

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 out on display should be washed once a week.

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/or soiled or if it has been discarded after play by a child who has been unwell. The Service 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 have been cleaned.

RECOMMENDED CLEANING MATERIALS

- Most toys can be washed with normal dishwashing liquid and rinsed 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 ideal.

WOODEN TOYS

- Should be wiped over with a damp cloth – please do not immerse in water as this can destroy the equipment.

PLAY DOUGH

Our Service 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 (children can often help with this activity).
- Please take care and do not leave outdoor toys exposed to the elements as this reduces their lifespan.

PUZZLES AND GAMES

- Wooden puzzles as per 'Wooden Toys' above.
- Cardboard puzzles should be wiped over with a slightly damp cloth.

SUN PROTECTION

Our Service will work in compliance with the VIC Sunsmart Program to ensure children's health and safety is maintained at all times whilst at the Service.



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

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.

- In June and July when the UV index is mostly below 3, sun protection is not required. Extra care is needed for all children who have very fair skin.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

2. Shade

The Service 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 Standard1067 (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 or call the SunSmart Information Line on 13 11 20.

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



SUNSMART AGREEMENT

Alphabet Preschool

agrees to enforce the above sun protection policy in line with the SunSmart Early Childcare Program recommendations and to inform the Cancer Council VIC of any changes to the Service's policy and practices. The Family Day Care Service will take part in a review every 2 year.

Marek Morgan

Approved Provider 5/12/2019

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 Service.
- An educator is to check the sign-in page ensuring families have signed their child in. If families have not signed the child in, the educator will sign the child in, complying with Regulation 158.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- A locker, hook 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 Service. 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 Service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

VISITORS

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the Service and sign out when they leave. Refer to our Arrival and Departure policy and procedure for more detailed information.

WATER SAFETY

To stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our Service 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.
- Conduct a risk assessment to minimise the risk or hazard to children.
- 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 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

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a 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 Service, 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.

Reference: Work Health and Safety in Education and Care Services PSC National Alliance

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 ranges from hazard elimination to hazard management.

The Approved Provider is required to use the Service risk assessment to assess the potential risk and danger of the 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.

ELECTRICAL EQUIPMENT TESTING

Services must ensure that electrical equipment is tested by a qualified person on a regular basis which is recorded with a tag attached to the equipment tested. This must be kept until the equipment is next tested or disposed of and must specify:

- The name of the tester
- The date and outcome of the testing

Records will be maintained including details of when electrical equipment is due to be re-tested (the recommendations are for all equipment to be tested annually).

MAINTENANCE OF FIRE EQUIPMENT

All fire equipment at our Service will be maintained as per the legal standards. 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

- Manual handling is any activity requiring the use of strength 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 or knee.
- Manual handling injuries also include overuse injuries or, because of falling during manual handling, bruising or laceration.

Recommendations:

- Due to the physical demands of working with children, it is sensible to do warm-up exercises for three to five minutes before starting work, particularly 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.

Management, in Consultation with Staff/Educators, will:

- Provide you annually with training in Manual Handling and Back Care.
- 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.

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 rather than bend down.

- Sit down with the children rather than bend over.
- Sit in an appropriately 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 of the cot down 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-slip.
- 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 well matched to 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.

FURTHER RESOURCES

WorkSafe administers the Work Health and Safety legislation, and has several codes of practice on specific work safety issues.

SOURCE

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Work Health and Safety Act 2011

REVIEW

POLICY REVIEWED	JULY 2019	NEXT REVIEW DATE	JULY 2020
MODIFICATIONS	<ul style="list-style-type: none">• Grammar and punctuation edited• Additional information added to points.• References checked.• Sources checked for currency.• New sources added.		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JULY 2018	<ul style="list-style-type: none">• Minor changes made to comply with changes to the Education and Care National Regulations.• Added related policy section	JULY 2019	
OCTOBER 2017	<ul style="list-style-type: none">• Updated the National Quality Standard references to comply with revised standard	JULY 2018	
JULY 2017	<ul style="list-style-type: none">• Minor terminology changes made – see yellow highlights	JULY 2018	