

Tocumwal Pre-School

SECTION: 2 – Children’s Health and Safety

POLICY NO: 2.5.4

POLICY: Risk Management

REVIEW DATE: 13/9/2016

DATE OF APPROVAL:

Introduction

Children must be supported to feel secure and safe in the education and care environment so that they can safely explore and learn about their world. In order to protect children from harm and any hazard likely to cause injury, the centre must manage risks and implement procedures to maintain a safe environment for children, educators and families.

The Centre will have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters.

Goals – What are we going to do?

Educators foster children’s capacity to understand and respect the social and natural environment and they create learning environments that encourage children to explore, solve problems and create and construct in challenging and safe ways (Early Years Learning Framework, pages 14–15). Children have a right to be protected from possible or potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment. The centre will implement procedures to prioritise the maintenance of environments and conditions that are safe for children, families and educators. Procedures will be implemented to assist with early detection of potential hazards and to reduce risks within the education and care community. The centre complies with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

National Quality Framework, Quality Area 2: Children’s Health and Safety

National Quality Framework Standard 2.3 Each child is protected

- 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

Strategies - How will it be done?

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 harms & hazards and effective strategies to reduce or prevent further risk is vital.

The Approved Provider will:

- Consult with families and educators to 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 centre. (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.
- Inform families, during orientation and enrolment, about the centre's 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 the centre's Risk Management Policies and Procedures and ensure that educator roles and responsibilities are clearly defined. These include:
 - Fire & Emergency Evacuation Procedures;
 - First Aid Information and Contacts
 - Excursion Policy,
 - Safe Storage of Dangerous Items and Hazardous goods
 - The WHS Daily Audits that must be completed to ensure a safe environment

- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.
- Ensure that at any time the service 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, the Centre's landlord or relevant council before contacting relevant contractors to repair or maintain the environment or to remove potential hazards, and keep any records relating to these notifications and of work completed.

Educators will:

- Complete daily WHS audits 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 to reduce or remove potential hazards. If any risk or hazard cannot be removed then staff will fill out a Risk Assessment Form and report this to the Nominated Supervisor
- All staff will be required to complete first aid training and encouraged to complete professional development to increase their awareness of risk management.
- Implement the Centre's Fire & Emergency Evacuation Procedure if necessary to ensure the welfare of staff, children and families.
- Talk with children about safety issues and correct use of equipment and the environment and, where appropriate, involving children in setting safety rules

- Ensure children are unable to access potentially hazardous items, such as medications, detergents, cleaning products and garden chemicals, and such items are clearly labelled at all times with warning signs displayed where potentially dangerous products are stored
- Ensure children are unable to access power points, double adaptors and power boards and other electrical equipment and electrical cords are secured and protective caps placed in all unused power points accessible to children
- Ensure children will only be taken outside the service premises by an educator, parent or authorised nominee
- Supervise every person who enters and leaves the service premises in areas where children are present
- Ensure toys and equipment made available to children only in areas where they may be used safely
- Ensure hot drinks and hot food being made and consumed away from areas that are accessible to children
- Ensure that, where drinks, food and cooking utensils/appliances are used as part of the program, they do not present an unacceptable risk to children

Statutory Legislation & Considerations

- National Quality Standard for Early Childhood Education and Care and School Age Care , Council of Australian Governments December 2011
- Education and Care Services National Amended Regulations 2014, 85,97, 100, 101, 136, 168
- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Sources

- Community Child Care Co-operative Ltd. (NSW)
- 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 2011
- WorkCover Authority of NSW 2012- www.workcover.nsw.gov.au