



Springwood and District Preschool Kindergarten

Indoor and Outdoor Safety Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulation 2001

103 Premises, furniture and equipment to be safe, clean and in good repair

104 Fencing

105 Furniture, materials and equipment

106 Laundry and hygiene facilities

107 Space requirements—indoor space

108 Space requirements—outdoor space

109 Toilet and hygiene facilities

110 Ventilation and natural light

Rationale:

Indoor and Outdoor Safety is a legislative requirement for all children's services. Springwood and District Preschool Kindergarten is committed to ensuring that the level of risk exposure pertaining to the potential injury to children, educators, contractors, parents, visitors and volunteers.

Aim

- To meet legislative requirements
- To provide, maintain and promote a safe and healthy workplace environment.
- To reduce the number of hazards at Springwood and District Preschool Kindergarten
- To reduce the consequences of risks present in the preschool
- To reduce the number of accidents, injuries and reportable incidents

Procedure:

- This procedure forms part of the Occupational Health and Safety Policy -see also Occupational Health and Safety Policy
- Staff will complete a 'Daily Safety Indoor Checklist' (See Attachment 1)
 - on arrival at the service as part of their 'set up' responsibilities
 - before children enter the environment
- Staff will complete a 'Daily Safety Outdoor Checklist' (See Attachment 2)
 - upon setting up the outdoor environment
 - before children enter the environment
- If a hazard is identified in either the indoor or outdoor environment staff will remove the hazard as soon as is possible or appropriate.
- If the hazard is unable to be removed staff will isolate the hazard and ensure children, educators,



contractors, parents, visitors and volunteers are not exposed to any undue risk.

- Staff will notify the Director and record the hazard in the Hazard Identification and Action Plan Log (log in the office) to be actioned.
- Daily Safety Checklists will be filed in the 'Daily safety Checklist' folder kept in the office
- Sand pit
 - Needs to be raked down
 - Sand around sandpit blower vac weekly
 - Needs to be disinfected by dispersing salt through the sand
- Equipment Garage
 - Must be locked at all times
 - Must be kept tidy and a clear passageway at all times
 - No heavy equipment is to be placed up high

Links to Quality Areas and Standards:

Quality Area 2	Children's Health and Safety
Standard 2.1	Each child's health is promoted
Standard 2.3	Each child is protected.
Quality Area 3	Physical Environment
Standard 3.1	The design and location of the premises is appropriate for the operation of a service.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.
Standard 4.2	Educators, co-ordinators and staff members are respectful and ethical.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.
Quality Area 7	Leadership and service management
Standard 7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
Standard 7.2	There is a commitment to continuous improvement.
Standard 7.3	Administrative systems enable the effective management of a quality service.

Source:

Because it Matters P/L

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Workcover NSW: <http://www.workcover.nsw.gov.au/publications/Pages/default.aspx>

Workplace violence

http://www.workcover.nsw.gov.au/Documents/Publications/OHS/Risk%20Management/gen_workviolence_4347.pdf

Tarrant, S. (2002) *Managing OHS in Children's Services. A model for implementing an Occupational Health and Safety (OHS) Management System in Children's Services*, Lady Gowrie

Stevenson, D. (2002) *Health and Safety in NSW Child Care Centres – a Blueprint for success* Matraville: Scintel



Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____





Springwood and District Preschool Kindergarten

Daily Indoor Safety Checklist

Week beginning: ____/____/____

ITEM	Educator to tick or cross item then initial at the bottom					COMMENTS
	Monday	Tuesday	Wednesday	Thursday	Friday	
All entrances and exits clear of obstruction						
Electrical cords out of reach of children						
Safety pugs in all power points						
All chemical storage areas and cupboards secured						
Floors are clean and obstruction free						
Rugs do not pose a tripping hazard						
Rubbish removed						
Strings and cords not accessible to children						
Furniture checked for sharp edges or corners						
Hinges, screws and bolts on furniture securely fastened						
Check for visual damage of Asbestos areas (if needed refer to Blue Folder)						
Toys and equipment have no broken pieces or splinters and are working properly						
Exit sign illuminated and clearly marked						
Check lunch boxes for items to go in fridge						
Check fridge temp Needs to be under 5'						
STAFF INITIALS						
First week of each month check emergency Asthma kit & Emergency Evacuation pack– if new children ask Kellie or Jes for new contact list						





Springwood and District Preschool Kindergarten

Daily Outdoor Safety Checklist

Week beginning: ____ / ____ / ____

ITEM	Educator to tick or cross item then initial at the bottom					COMMENTS
	Monday	Tuesday	Wednesday	Thursday	Friday	
Soft fall: <ul style="list-style-type: none"> • Adequate • Evenly spread 						
Sandpit: <ul style="list-style-type: none"> • Clean • Covered after use each day • Raked 						
Verandah Good ?						
Area checked for animal droppings, hives, nests, webs and items removed						
Area checked for glass, syringes and items removed						
Rubbish removed						
Equipment over 50cm in height: <ul style="list-style-type: none"> • On soft fall • Stable • 1.9 metre soft fall zone 						
Outdoor equipment checked for: <ul style="list-style-type: none"> • sharp edges • protruding edges • broken parts • moving parts • worn joints • protruding nails • splinters • rust 						
Storage sheds locked						
Gates secure and working						
Check for visual damage of Asbestos areas (if needed refer to Blue Folder)						
STAFF INITIALS						

