

# Risk Management and Work Health & Safety Policy

## Introduction and Purpose

The Approved Service recognises the responsibilities of Educators, staff and the Approved Service under Work Health and Safety (WHS) legislation. Risk management plays an integral role in the control or elimination of risks.

## Procedure

### **Educators**

- Educators are self-employed and therefore have WHS obligations as small business owners.
- Educators are responsible for ensuring the health and safety of all stakeholders whilst at the Family Day Care residence or during excursions.
- Educators are responsible for the implementation of an effective risk management strategy including, but not limited to,:
  - Completing daily safety checklists.
  - Monitoring and maintaining a safe environment at all times.
  - Recognising potential risks and exercising appropriate duty of care.
  - Completing risk assessments as necessary and implementing elimination or control measures.
  - Maintaining a visitors register.
- Upholding the health and safety requirements outlined in all the Approved Service policies, as well as the Education and Care Services National Law and Regulations.
- Provide a copy of all risk assessment to the Approved Service.
- Visitors/families will only be able to enter the premises after being identified. Visitors must always sign in to the visitors register and be accompanied by an Educator at all times.
- Rake the sandpit daily and replenish sand as necessary. Allow a period of time for exposure to the sun to sanitise sand.
- Toys are to be washed regularly, especially when mouthed.
- The most effective product to clean general areas is a detergent (i.e. soap) and water solution. Educators will have a labelled spray bottle containing a detergent and water solution, or like product, which is renewed and replenished regularly. These products must be stored inaccessible to children.
- Educators are not to be effected by alcohol or drugs.

### **General**

- All equipment should be to the Australian Safety Standard.
- Any equipment higher than 0.6m must have suitable soft fall material underneath.
- Children will be encouraged to walk inside.
- Children will be reminded through the program about stranger danger, road safety, bike safety, home safety, disability awareness, safe playing and basic first aid skills.
- Children and Educators will wear sunscreen and hats (see Sun Smart Policy).
- Appropriate clothing and safe footwear to be worn by Educators and children.
- First Aid qualifications and an appropriate first aid kit will be maintained at all times.
- Emergency exit diagram to be displayed at each exit.
- CPR charts are to be displayed in both the indoor and outdoor environment.
- Annual risk assessment will be conducted at each Family Day Care residence by Approved Service staff.
- The health and safety requirements, as outline in the annual risk assessment of the residence, must be maintained continuously.
- Approved Service staff will monitor for potential health and safety risks and bring them to the attention of the Educator and collaboratively work towards a solution.
- The front door and side gate/s are to always be kept locked and keys accessible to Educators/inaccessible to children.
- The use of full-sized trampolines and swings is subject to the recommendations of Kidsafe NSW guidelines and not encouraged by the Approved Service.
- Garages and garden sheds are to be locked or contain no hazardous items.

- Glass windows and furniture, as defined and prescribed by regulation and Australian Standards, within the Family Day Care registered area must be made safe.

### **Hazardous Substances and Equipment**

- Hazardous substances, such as detergents and cleaning products, are to be in the original container, clearly labelled with a description of the contents and directions, kept out of reach of children and stored inaccessibly to children.
- Follow the manufacturer's instruction for use and storage of any substance.
- Follow the manufacturer's first aid instructions as outlined on the product and/or Material Safety Data Sheet.
- Hazardous tools, sharps and equipment are to be stored inaccessibly to children.
- Broken toys or equipment will be repaired or disposed.
- All medications, vitamins and alcohol are to be stored inaccessibly to children.
- Medications requiring refrigeration are to be stored in a child resistant container, within the fridge.
- Pest control measures cannot be undertaken while children are in care.
- Seek medical advice immediately if poisoning or ingestion occurs:
  - Poisons Information Line 13 11 26
  - Ambulance 000 (or 112 for mobile).
- In the instance of a chemical spill; remove the children from the area, contain the spill, clean up spill if safe to do so and reflect on practise to limit future occurrence of spills.

### **Reference/Source**

Kidsafe NSW [www.kidsafensw.org](http://www.kidsafensw.org)

Safe Work NSW [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

Work Health and Safety Act and Regulations 2011.

Australian Standard 1288-2006 Glass in buildings—Selection and installation

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Part 4.2 – 77-79, 82-83, 85-102. Part 4.3 – 103 – 106, 109-110, 112, 115, 116-117.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 2 and 3.