

River Street Early Learning Centre

Safe Environment Policy

Policy

To keep the centre free of environmental hazards and prevent accident and injury to all children, staff and any others who may be in the centre or its grounds.

An approved provider must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

Procedure

Premises

- An initial safety and risk assessment of the premise at River Street Early Learning Centre is completed prior to the commencement of each and every day and reviewed annually by the Director/Nominated Supervisor
- The assessment of the premises will consider matters relating to furniture and equipment, fencing, lockable gates, furniture and materials, laundry, toilet and hygiene facilities, ventilation and natural light, nappy change arrangements, water hazards, needles and animals.
- River Street Early Learning Centre will consistently maintain the environment, to ensure that the health, safety and wellbeing of children being educated and cared for are protected.

General Safety

- All areas of the preschool and premises will be maintained in a clean and tidy manner.
- Pathways and floor spaces where appropriate will be kept clear and safe from tripping hazards.
- Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum.
- Educators will post simple warning signs around the centre where potentially dangerous substances or items are stored.
- The centre will provide parents with written information about accident prevention, safety and safe storage of potentially dangerous products and items in the home.
- All hot water taps will be temperature controlled to deliver water 43.5 degrees Celsius or below to prevent scalding.
- Children will not have access to water play activities unless under supervision by educators. Equipment used in water activities e.g. buckets and water trough will be emptied after use and safely secured indoors so as not to be a catchment for water (drowning hazard). During the day, when children are not using the water trough, it will be kept covered.
- Children will be supervised at all times, in accordance with the licensing conditions on educators/child ratios. Educators engaged in other tasks will not be required to supervise children simultaneously.
- Educators will be aware of the need to place themselves in positions which allow good supervision of the play areas and children.

- Children will not be permitted to play on fences or gates, play with locks on gates, or throw sand or water.
- No child will be allowed to leave the premises without an authorised adult.
- Workplace, Health and Safety (WHS) is a standard item at every staff meeting.
- Daily Indoor and Outdoor Safety Check lists are completed by educators who set up the environment. Detailed safety inspections are completed at least annually.
- All Educators are required to have approved up to date First Aid, Asthma and Anaphylaxis training. There will always be at least one educator on site with current approved first aid qualifications.

Electrical Safety and Fire Hazards

- Electrical outlets (power points) will be of a suitable approved safety type, located out of reach of children if possible or will be covered with safety caps. When not in use all power points will be covered with safety caps.
- Electrical appliances and cords will be kept out of reach of children unless under direct supervision by an educator.
- Approved fire extinguishers in good working order will be located throughout the premises.
- There will be an approved fire blanket located in the kitchen.
- Smoke detectors will be installed by a professional tradesman and linked to the electrical system.
- No smoking, consumption of alcohol or drugs will be allowed on the premises at any time.
- All educators will be informed of emergency exits and evacuation procedures. Evacuation drills will be practiced regularly as required by child care regulations.
- All electrical equipment will be checked regularly to see if it is in good condition e.g. extension cords, appliances, compact disc players, computers, photo copier, phone, vacuum, air-conditioning. If electrical equipment is damaged it will be repaired or replaced.
- Heaters and fans will be kept out of reach of children. The main source of heating and cooling at the premises will be air conditioning and ceiling fans
- The kitchen area will be out of bounds to children unless under direct supervision of an educator. Doors to the office/kitchen area will be kept locked at all times so children do not have access to it.

Storage of dangerous substances and items

The centre will have appropriate, secure and child safe storage facilities for:

- Medications – locked box in fridge or out of children's reach in first aid labelled cupboard
- First aid equipment
- Cleaning and other harmful chemicals – stored in the laundry on shelves that are out of the children's reach. This room is latched when not in use.
- Harmful instruments and implements e.g. gardening tools, work tools, knives, sharp objects, adult scissors, matches and lighters.
- The storage facilities will be appropriate for the items e.g. stored out of a child's reach and height, made secure by a lock and key mechanism, with the key stored away from the lock in a place inaccessible to a child, or by the use of an approved child safety latch.
- Cleaning materials and fly sprays will not be stored with food products.

- The Director/ Nominated Supervisor will make available adequate information about any substance used in the centre, to ensure that the substance will be safe and without risk to health when properly used.

When using any chemical substance educators will;

- a. Read any Material Data Sheet, and follow the manufacturer's directions for use, storage and first aid instructions on the label.
- b. Use the approved personal protective clothing equipment such as gloves, aprons, goggles, masks, etc when using chemicals.
- c. Ensure all chemicals which are stored or decanted are labelled with description of contents, hazards and precautions for use, ensuring that any new container is suitable for the type of chemical being stored.
- d. Never store chemicals in soft drink bottles, or other food or drink containers.
- e. The different types of bulk chemicals will be stored in the laundry with space between the containers, this allows the chemicals to have space to breathe, but also keeps them inaccessible to children.

Building, Furniture, Fittings, Fencing and Gates

- The building will be maintained in good working order.

- Fencing and gates at the centre will be maintained in good condition and will meet the requirements set down by child care regulations and Australian Standards. They will be checked regularly for splinters, sharp edges, protruding or loose screws or bolts.

- Gates will be fitted with approved child safe self-closing mechanisms.

- The centre will be kept clean and tidy. Floors will be smooth and even with non-slip surfaces. Paint on walls will be maintained in a reasonable and safe condition to ensure children have no access to old paint.

- Glazed areas accessible to children will meet Australian Standards and will meet the requirements set down by the child care regulations.

- Furniture and fittings will be kept in good condition, cleaned daily and will be suitable for the age group of the children using it e.g. the height and size of tables, chairs, shelving, toilets, basins.

- Shelving or cupboards will be secure or will have secure castors.

- Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards and not placed near windows or glass.

- Furniture will be checked regularly for possible safety hazards. If found, it will be withdrawn from use till repaired.

Toys and Equipment

- Equipment purchased will be checked for safety.

- Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children.

- Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use till they are repaired.

- Toys and equipment will be cleaned regularly with water and detergent

- Toys and equipment will be put away when not in use.

- All art and craft materials purchased will be non-toxic.

- Potentially dangerous items used with the children e.g. knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately.
- All outdoor equipment will comply with current Australian Standards and the child care regulations.
- When setting up the playground environment educators members will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall, the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways.
- Adequate shade areas will be provided through shade sails, large trees and awnings.
- The sand area will be cleaned and raked regularly. The sand area will be covered when not in use.
- Poisonous or toxic plants will be removed from the centre or made inaccessible to children when found.
- Trees and shrubs found to have low or dangerous branches will be pruned to ensure safety for all.
- Insects, bugs and small creatures which could pose a hazard to educators and children will be removed from the premises when found.

River Street Early Learning Centre will be sprayed annually by a professional pest controller (cockroaches, spiders, etc). This will be done during a holiday period.

Road Safety

Parents will be encouraged to;

- a. Remove their child from the car door on the footpath side of the road (the safety door side).
- b. Always hold their child's hand when crossing the road.
- c. Drive within the speed limit for this area and the roads surrounding River Street Early Learning Centre and to watch for pedestrians.
- d. Not to double park their cars.
- e. Always use approved child restraints when traveling in cars.