



Hazard Identification Policy

Education [Early Childhood Services] Regulations 2008 (and its Amendments):

Regulation 46

Licensing Criteria for Early Childhood Education and Care Centres 2008:

Criterion HS12

Rationale

This policy will ensure that all children are protected from hazards, including poisonous plant matter.

Purpose

To provide a process that incorporates the identification, reporting and investigation of potential hazards at Pelorus Community Preschool.

Policy

The safety of all who enter Pelorus Community Preschool is a priority therefore we wish to ensure there is a formal process for hazard identification and risk assessment which will effectively manage the hazards that may occur within the preschool premises. This procedure applies to all PCP staff and includes reporting on planned changes that may affect the health and safety of children, whanau and staff at PCP prior to their implementation; existing activities, practices, equipment, plants, materials, substances, facilities, premises, buildings, etc.

Procedures

- All cleaning products and poisons will be securely stored in locked cupboards. The laundry area will be locked whilst children are in attendance at Pelorus Community Preschool.
- All medicines will be securely stored in a cupboard that is not accessible to children. It is the responsibility of the Person responsible to ensure that all staff are familiar with and adhere to the medicine administration procedure.
- Plants, trees and shrubs will be selected for planting at Pelorus Community Preschool on the basis that they are not poisonous or harmful to any person attending the preschool. Grounds will be checked daily to ensure that poisonous plants have not been introduced into the preschool (eg. through seedlings).
- The staff and board of Pelorus Community Preschool will remove, repair or make inaccessible to children, items that may compromise their safety.
- A safety and Hazard checklist will be completed every morning before children arrive to ensure the preschool premises are safe.
- The Hazard and safety checklist along with the accident/illness register will be analyzed on a monthly basis to identify hazards and appropriate action needed.

Policy in Action

If this policy is being implemented effectively the following should be happening:

- There will not be any harmful substances accessible to children.
- Any necessary repairs will be carried out as soon as is practicable.
- All equipment will be regularly maintained.