

**Policy Title:** Health & Safety Policy

**Classification:** Health & Safety

**Monitored by:** H&S Advisor

**Approved by:** GM Professional Services

**Effective Date:** September 2021

**Review Date:** September 2023

**Objective:** To outline the health and safety responsibilities of HCK management, staff visitors and contractors.  
To clearly show the Association's intention to ensure, as far as is reasonably practicable, the health and safety of everyone at HCK.

**Commitment:** Hutt City Kindergartens is committed to ensuring the health and safety of all children, employees, visitors and contractors while they are at kindergarten or on a kindergarten excursion.  
We continually strive to improve in all areas of health and safety and will regularly review our ways of working.  
We have a culture where health and safety are paramount, and where children are able to take acceptable risks that allow learning to occur.  
We recognise that employee participation and engagement is key to achieving healthy and safe workplaces and are committed to this process.

---

## Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Healthy and Safety at Work Act 2015
- Relevant regulations, codes of practice and guidelines
- HCK Health & Safety Employee Participation System

## Policy Details

### Management responsibilities:

1. HCK management will show a commitment to providing safe and healthy environments.
2. HCK management will ensure, as far as is reasonably practicable, the health and safety of staff, children and visitors by:
  - providing, maintaining and monitoring buildings and outdoor environments that are safe and fit for purpose
  - providing resources to ensure health and safety best practices and continual improvement within the Association
  - establishing safe ways of working for all staff
  - providing the information, training, instruction or supervision necessary to protect all people from harm
  - regularly analysing accident/incident statistics with the aim of reducing the number of events and severity of harm
  - maintaining an effective system for staff to engage and participate in health and safety matters
  - creating and regularly reviewing procedures and policies that relate to specific aspects of health and safety
  - creating and regularly reviewing procedures and a policy that relate to emergency management at kindergarten

- ensuring contractors are aware of the hazards onsite, have confirmed that they will control any hazards associated with their job and intend to follow standard operating procedures for their work.

#### Worker responsibilities:

1. HCK staff are expected to play an active role in maintaining a safe and healthy workplace for themselves and others by:
  - following all policies, procedures and safe ways of working
  - taking reasonable care that their actions do not or could not, cause harm to themselves or others
  - immediately reporting any health and safety hazards or concerns
  - completing detailed accident/incident reports
  - using Personal Protective Equipment (PPE) as and when required
  - reporting any pain or discomfort they experience as soon as possible
  - helping new staff, children and visitors understand the health and safety procedures.

#### Visitor responsibilities:

1. All visitors, including contractors, must:
  - take reasonable care that their actions do not or could not, cause harm to themselves or others
  - Sign the Visitor or Contractor Log Book when they arrive and leave
  - comply with any reasonable instruction from kindergarten staff that relates to health and safety policies or procedures.

#### Injury, Illness and Incident Response:

1. All permanent staff working in kindergartens will hold a current first aid certificate.
2. The Association will provide opportunities for first aid certificates to be renewed.
3. All practicable steps will be taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent/caregiver of what has happened.
4. All injuries, illnesses and incidents will be recorded on the correct form, and include:
  - the person's name
  - the date, time and description of the injury, illness or incident
  - the actions taken and by whom.
5. The parent/caregiver will be informed and requested to sign the form.
6. Where there is a serious injury, illness or incident involving a child while at kindergarten that is required to be notified to a specified agency, the Head Teacher will report this to the Association office. The Association will notify the MoE as well as the specified agency.

#### Worker consultation and representation:

1. Staff have the opportunity to engage and participate in health and safety management through the Health & Safety Committee. A Representative will be elected from each kindergarten to attend Committee meetings and advocate on their behalf.
2. Staff will be consulted as part of the biennial review of policies classified under 'Health and Safety'.

#### **Review**

This policy will be reviewed biennially, in consultation with staff.