

HEALTH AND SAFETY POLICY

Rationale: All Kaiako strive to provide, for the welfare of the tamariki, a safe and stimulating environment. Kaiako must also take steps to ensure their own safety. The owners of Cashmere Early Learning Centre are committed to providing and maintaining an environment that is safe for its staff, tamariki and visitors.

Purpose: To ensure there is a system in place for tamariki and kaiako which acts in the best interest for their health, safety and well being.

NELPS: Objective 2, Priority 4 Provide consistency of teachers/ kaiako, educators and caregivers, so young learners/ākonga can develop attachment and positive relationships to support learning and wellbeing

Procedures:

Occupational Safety and Health Policy and Procedures

Management of the Centre is responsible for the health and safety of all employees, volunteers, students, tamariki and visitors at the Centre are protected. Furthermore, all requirements set out in the Health and Safety at Work Act 2015 are adhered to. The Act has responsibilities for both employers and employees. Employers take responsibility to ensure that all employees are informed and trained in health and safety provision. Adequate resources must be provided to ensure safe and hygienic practice, kaiako will then take responsibility for their practice. Documentation that provides an audit trail of safety checks of the building and equipment/furniture is regularly completed. Procedures and policies to cover safety and health checks are listed and ratified. Evacuation procedures are displayed, and regular drills ensure that kaiako and tamariki are familiar with the routine.

Specific identified hazards

Areas or practices identified as being potentially hazardous in the Centre include the following:

- Heavy lifting causing back strain- kaiako will bend their knees while lifting tamariki, and when possible, tamariki will be encouraged and expected to walk and not be carried. Kaiako will ask for support when lifting heavy objects.
- Wet floors and slippery surfaces- all wet floors will have 'wet floor' signs out to alert others to the fact.

- Spread or viruses or bacteria- disposable gloves are to be worn at all times while adhering to tamariki first aid requirements and or toileting requirements. Disposable gloves are also provided and must be used in the preparation of food.
- Unsafe equipment or environment- all equipment and environment are checked regularly for breakage or health, i.e. sandpit and other outdoor areas are checked and, if needed, disinfected or raked. Unsafe equipment is removed and repaired or disposed of. Equipment is washed regularly.
- Unsafe exits- all exit ways are to be kept clear of clutter at all times.

Person Conducting a Business or Undertaking (PCBU) responsibilities

The Centre will provide a safe and healthy environment for all tamariki, employees and visitors. To achieve this, the Centre will provide a primary duty of care by, as far as is reasonably practicable by:

- providing and maintaining a work environment that is without risks to health and safety,
- providing and maintaining safe facilities,
- providing and maintaining safe systems of work,
- ensuring the safe use, handling and storage of all hazardous substances,
- providing adequate facilities for the welfare at work,
- providing any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from their work,
- monitoring the health of workers and the workplace conditions to prevent workers' injury or illness arising from the consult of the business or undertaking.

The work environment includes:

- the physical work environment, including lighting, ventilation, dust, heat and noise.
- the psychological work environment, including overcrowding, deadlines, work arrangements, and impairments that affect a person's behaviour, such as work-related stress and fatigue, and drugs and alcohol.

Worker responsibilities (including volunteers and Student Kaiako)

Workers have health and safety duties. Workers must:

- take reasonable care of their health and safety,
- take responsible care that what they do or do not do does not adversely affect the health and safety of other persons,
- co-operate with any reasonable workplace health and safety policy or procedure that has been notified to workers,
- comply, so far as reasonably able, with any reasonable instruction given by the Centre, so the Centre complies with Health and Safety at Work Act 2015.

COVID 19 Vaccine Mandate

The Prime Minister has announced that vaccination is a legal requirement for all ECE providers. As at **11.59pm on Monday 25 October** the COVID-19 Public Health Response Order for

Mandatory Vaccinations for Education came into effect. Vaccination is a Government mandate, it is not a Cashmere Early Learning Centre (CELC) mandate.

Key dates:

15 November 2021

All team members who do work covered by the Public Health Order **must have** received their first dose of the COVID-19 vaccine by 15 November 2021.

Medical Exemptions: The kaiako member who has not had the vaccine must provide CELC with a copy of the exemption on **or before 15 November**.

A kaiako member who gets their first vaccination after 15 November can return to work on site. They must still receive their second vaccination on or before 1 January 2022. Remember that there needs to be at least three weeks between vaccinations.

From 16 November 2021

Kaiako members who refuse to meet vaccination requirements cannot return to work onsite from 16 November and they will be committing an infringement offence if they do so.

01 January 2022

All team members including relievers and casual kaiako must be fully vaccinated.

Our most beautiful and vulnerable tamariki are a part of the population that is not eligible for the COVID-19 vaccination. By getting fully vaccinated, we can provide care and protection for our tamariki and whānau. If you do not meet these timelines you will not be able to work in Early Childhood Education anywhere in New Zealand. As much as we would hate for you to give up the career you love, we might be unable to legally employ unvaccinated kaiako. We encourage you to have a conversation with me, Jack and Vanessa who can provide you with more support.

Test and vaccination records

The Public Health Order requires the ECE provider to maintain a register that includes the date(s) team members were vaccinated. It also requires kaiako members to tell us this information. However, privacy will be maintained. This vaccine information will be placed in your employee file. We may accept any proof which assures us that the kaiako member is fully vaccinated. This may be an email, immunisation card, or SMS that the kaiako member has received from their vaccinator or medical provider, the Book My Vaccine website, or the My COVID Record website. One easy way to provide proof of vaccination is to get a vaccination statement from [My Covid Record](#). **If you have done your Covid vaccine but haven't yet provide us your vaccine status information, Please do it as soon as you can.**

We have developed a table to help you understand the types of roles in the education sector that will be covered by the Public Health Order requirement to get vaccinated.

General principles for the application of the Order are:

- all workers who carry out work at or for an early learning service, registered school, or hostel fall under the requirements of the Order if:
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- they may have contact with tamariki or students when carrying out their work, or
- they are present at the early learning service, registered school or hostel where tamariki or students are also present

- the worker has a duty under the Order to ensure they meet the vaccination requirements.

Where the worker is a kaiako member of a service contracted to the registered school early or hostel, the service provider is responsible for ensuring the worker meets the requirements of the Order.

Type of role	Required to be vaccinated under the Public Health Order?
Kaiako, administration kaiako, caretakers, cooks	Yes. These kaiako are required to be vaccinated as they may have contact with tamariki or students and/or will be present at a time when tamariki and students are also present.
Learning support kaiako and other Education agency kaiako (e.g., Ministry of Education and Education Review Office kaiako, NZQA exam invigilators)	Yes. These kaiako are required to be vaccinated if they are visiting early learning services or schools to deliver a service that means they may have contact with tamariki and students and/or will be present at a time when tamariki and students are also present.
Transport drivers	No. General transport workers such as public bus drivers (including dedicated school services funded by regional councils) or train conductors are not required to be vaccinated as they are not employed or engaged by an early learning service, school or hostel. However, drivers of school or early learning transport services such as school buses are required to be vaccinated.
Employees/volunteers of a contracted service attending onsite during times tamariki or students are also present, including planned events and activities that may take place before or after normal hours (e.g., cleaners, tradespeople, nurses and health workers, kaiako engaged to deliver a programme or for a school event)	Yes. Employees of a contracted service physically attending an early learning service, school or hostel site when tamariki or students are also present are required to be vaccinated. This is because these people are carrying out work at or for an early learning service, school or hostel and they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
Employees/volunteers of organisations who provide a service on an education site (e.g. the Life Ed Caravans, dental care, PLD providers,	Yes. Employees of a contracted service physically attending an early learning service, school or hostel site when tamariki or students are also present are required to be vaccinated.

external Ka Ora, Ka Ako programme providers, social workers in schools)	This is because these people are carrying out work at or for an early learning service, school or hostel and they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
Employees of a contracted service attending onsite outside of school hours or licensed hours of operation when tamariki or students are not present (e.g., weekend lawn-mowing service, tradespeople outside of school hours/hours of operation)	No. These kaiako are not required to be vaccinated. The work will not be occurring at a time when tamariki or students are expected to be present.
Parents, caregivers or volunteers at an Education Outside the Classroom (EOTC), Learning Experiences Outside the Classroom (LEOTC) programme or excursion	Yes. These people are required to be vaccinated. This is because these people are carrying out work (unpaid) at or for an early learning service, school or hostel and they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
Employees or volunteers for providers of EOTC, LEOTC services or excursions which are offsite (e.g., library, school camp, Museum kaiako)	No. These workers (paid and unpaid) are not required to be vaccinated as they are not working “at” an education service or employed or engaged by the education service. However, early learning services, schools and kura are encouraged to check on the vaccination status of offsite activity providers as part of their COVID-19 health and safety assessments.
Parents/caregivers dropping off, picking up, or settling tamariki at an early learning service or school	No. The Order only applies to workers and volunteers, not people who are visiting the early learning service or school.
Parents, caregivers and members of the community who are volunteers at the school, kura, early learning service, or hostel	Yes. These people onsite are required to be vaccinated as they may have contact with tamariki or students or will be present at a time when tamariki and students are also present. If the volunteer is working offsite and will not have any contact with tamariki or students as part of their role, then they are not required to be vaccinated.
Parents or caregivers attending meetings or events on site (e.g., parent-teacher interviews)	No. The Order only applies to workers and volunteers, not people who are visiting the early learning service, school or hostel.

Kaiako who only work with students remotely, and never see their students in person	No. These kaiako are not required to be vaccinated if they will not have contact with tamariki or students.
People who provide an educational service off site at a marae (or another significant cultural site) and are not directly employed/contracted by the early learning service, school or hostel	No. People who work or volunteer at the marae but are not employed or engaged by the early learning service, school, or hostel are not required to be vaccinated as they are not working “at or for” the early learning service, school or hostel.
Employees/volunteers of an organisation that is not connected with the school but shares a building or campus (e.g., churches, cafes)	Yes. These people are required to be vaccinated if they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
Student volunteers and students on placement	Yes. Those over the age of 12 are required to be vaccinated if they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
Union representatives	Yes. These people are required to be vaccinated if they may have contact with tamariki or students or will be present at a time when tamariki and students are also present.
General public using school facilities after hours (e.g., playground, school pool)	No. The requirement to be vaccinated only applies to workers and volunteers.
Unvaccinated person responding to an emergency on site (e.g., burst water pipe, windows blown out)	We encourage schools and early learning services to proactively engage with their regular tradespeople about their vaccination status to mitigate any possibility of unvaccinated peoples coming on to the school or service site in the case of an emergency.
Parents or caregivers coming into a playgroup that operates on a school site or site otherwise licensed for education and care (while other tamariki are attending school or the early learning service).	Yes. They are required to be vaccinated if they are acting as a volunteer to support the child and they are present at a school or early learning site at a time when other tamariki are present.
Parents or caregivers attending specialist early learning services with their tamariki (e.g., Champion Centre)	Yes. They are required to be vaccinated if they are acting as a volunteer to support the child and they are present at a school or early learning site at a time when other tamariki are present.
Ministry contracted providers who work with priority families to support them to engage in early learning (either in their home or	Yes. If these people attend an early learning service site, they are required to be vaccinated as they may have contact with tamariki or students or will be present at a time when tamariki and

onsite in an early learning service)	students are also present.
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Worker engagement and participation

The Centre will:

- engage with workers who carry out work for them on health and safety matters that may directly affect them
- have practices that give their workers reasonable opportunities to participate effectively in improving health and safety at the Centre on an ongoing basis.

Hazard identification

A Hazard Identification Register will be maintained for the Centre. The register will be available for any worker to view. The Centre Owner or Centre Manager is responsible for ensuring that the Hazard Identification Register is up to date and reflects the workplace's current state of hazards.

Managing hazards

Where a hazard is identified, the Centre will take all practicable steps to eliminate, isolate or minimise the identified hazards. Once actions are taken they will be recorded in the Hazard Identification Register.

Actions involving notifiable events

All incidents resulting in injury or illness are to be reported to the Centre Owner and Centre Manager. Near misses should also be reported.

The Director will promptly start an appropriate investigation into the circumstances surrounding the incident to identify involved hazards and whether they were adequate controls available. A full report will be presented to the Management Committee.

In the case of notifiable injury or illness, the Centre Manager will notify Worksafe New Zealand as required under Section 23 of the Health and Safety at Work Act.

Training and supervision

All kaiako will be encouraged to become certified in first aid. They will be able to request funding to support this training.

Workers will be provided with the necessary training before undertaking any role which may expose them to an identified hazard.

Familiarity with the health and safety policy of the Centre and the policies and practices will be a part of induction to all new kaiako, contractors and other workers who have access to the workplace.

Managers have the responsibility to supervise their kaiako and take all reasonable steps to protect them from illness and injury.

Worker engagement

The Centre management:

- engages with all kaiako on health and safety matters that may directly affect them,
- has practices that give their workers reasonable opportunities to participate effectively in improving health and safety at the Centre,
- will ensure kaiako are involved in the development of health and safety standards, rules, policies or procedures,
- will do everything it can to establish a culture of health and safety.

Planning and review process

Copies of the emergency procedures for the Centre are displayed in prominent kaiako and public access areas.

Clearly defined written plans are found in the Emergency Management Plan.

Emergency drills are practised once a month and any actions followed up.

Support provided to kaiako to support mental wellbeing

All kaiako are guaranteed:

- access to a kaiako room in which to go for time away from the tamariki,
- non-contact time each week, giving time for duties away from the tamariki,
- resources needed to do the work effectively,
- the ability to take five minutes, when needed, for time out.

Other Health and Safety Procedures:

- Kaiako at all times must follow the instructions of the Owners, Centre Manager and Head Teacher regarding health and safety.
- All Kaiako will take every precaution to ensure tamariki, other kaiako, students, parents and visitors to the building are safe from harm.
- At least one teacher holds a current first aid certificate.
- Records are kept in the form of accident, excursion and maintenance books/folders.
- Kaiako check the grounds at the beginning of each day. Any dangerous items are removed or isolated until they can be repaired or replaced.
- Centre Owners, Centre Manager and Head Teacher to check outdoor environment and the building inside thoroughly following aftershocks.
- We ensure the centre is cleaned by following up the cleaning procedures stated in the laundry and tidy for the beginning of each school day.

- A maintenance book is kept recording every repair and maintenance job done on any land, buildings and equipment.
- Painting of the buildings will be undertaken when required.
- All Kaiako must follow the correct procedures for lifting equipment and/or tamariki to protect their backs.
- All kaiako must monitor their health to ensure that they are fit to work with tamariki in line with Early Childhood Regulations.
- All chemicals are labelled clearly and stored out of the reach of tamariki at all times. Correct cleaning materials are used for specific purposes.
- Kaiako and management will follow all procedures to keep compliance with the Health and Safety in Employment Act.
- All kaiako are responsible for ensuring they understand and follow the health and safety policies set out for the centre and carry out maintenance checks accordingly.
- There is a first aid kit located in the tamariki's bathroom. It is inaccessible to the tamariki. It's content will be checked every 3 months (PF28).
- There is a mini first aid kit containing gloves, disposable cloths and plasters located outside for quick access for outdoor incidents.
- The grounds are inspected daily for any poisonous plants/weeds. If they are found they are removed immediately and all kaiako are informed.
- A civil defence kit is kept in the non contact room and will be checked every 3 months.
- Water play is supervised at all times when available and is emptied at the end of each day.
- Sandpits are inspected and raked as needed each day before use and covered at the end of each day.
- All requirements under the E.C. regulations in relation to heating, lighting, ventilation and water temperature will be regularly checked and adhered to:
 - heating maintained at not less than 18 degrees
 - adequate lighting
 - good cross ventilation systems
 - hot water maintained at 40 degrees (HS13) for tamariki; at least 60 degrees for adults and the water cylinder (HS14).

Relevant links

Relevant legislation:

- Early Childhood Educations Curriculum Framework

- Education and Training Act 2020
- Education (Early Childhood Services) Regulations 2008
- Privacy Act 2020
- The Health and Safety at Work Act 2015

Policies that interact with this one include:

- Child health, care and safety policy
- Emergency procedures
- Hazard identification register

Date of review: November 2023

Signed:

Date of next review: July 2026