

# Physical Environment (Workplace Safety, Learning and Administration) Policy including Sun Protection Policy

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## NQS

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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QA3	3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.
	3.2.1	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments.
	3.2.2	Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses

QA6	6.1.1	There is an effective enrolment and orientation process for families
	6.1.2	Families have opportunities to be involved in the service and contribute to service decisions
	6.1.3	Current information about the service is available to families
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing.
	6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing.
	6.3.1	Links with relevant community and support agencies are established and maintained.
	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
	6.3.3	Access to inclusion and support assistance is facilitated
	6.3.4	The service builds relationships and engages with their local community.

## National Regulations

Regs	182	Tobacco, drug and alcohol free environment
	156	Relationships in groups
	103	Premises, furniture and equipment to be safe, clean and in good repair
	104	Fencing and security
	105	Furniture, materials and equipment
	106	Laundry and hygiene facilities

107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
112	Nappy change facilities
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
117	Glass (additional requirement for family day care
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises
102	Authorisation for excursions
111	Administrative space (centre-based services)
168(2)(k)	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

## EYLF

LO2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children respond to diversity with respect
	Children become socially responsible and show respect for the environment

LO4	Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
	Children transfer and adapt what they have learned from one context to another
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

## Aim

To provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it.

## Related Policies

Additional Needs Policy  
Animal and Pet Policy  
Administration of Authorised Medication Policy  
Bushfire Policy  
Chemical Spills  
Continuity of Education and Care Policy  
Emergency Management and Evacuation  
Enrolment Policy  
Health, Hygiene and Safe Food Policy  
Incident, Injury, Trauma and Illness Policy  
Orientation for Children Policy  
Relationships with Children Policy  
Sandpit Policy  
Sleep, Rest, Relaxation and Clothing Policy  
Staffing Arrangements Policy  
Technology Usage Policy  
Tobacco, Drug and Alcohol Policy

## Who is affected by this policy?

Children  
Families  
Educators  
Management

## Implementation

In relation to our physical environment, the service will:

- Provide an environment that fosters children's learning, development and safety and the safety of others in the environment by:
  - Providing appropriately sized furniture and equipment in both the indoor and outdoor settings for the age ranges represented in the service.
  - Providing challenges in relation to indoor and outdoor elements in the environment to encourage appropriate challenges and risk taking as per each child's developmental level.
  - Providing an environment that is well organised so children, educators and others in the environment can generally move around without having to disrupt other children's activities.
  - Incorporating any specific requirements of children with additional needs as seamlessly as possible.
  - Incorporating soft fall material into our environment and placing any climbing play equipment, swings or slides on soft fall materials.
  - Undertaking regular risk assessments of the service's environment to ensure that risk is minimised at all times.

- Providing an environment that allows children in various moods to exist in the same space (e.g. quiet play areas and loud play areas)
- Providing experiences for children to interact with nature by including natural elements (e.g. plants, trees, gardens, rock, mud or water) in our outdoor environment
- Providing adequate and ongoing training for new and existing educators and volunteers in relation to the children's learning and relevant safety considerations.
- As part of our sun protection strategy, providing adequate shading as per the recommendations of recognised authorities.
- Establishing the environment to allow children to be appropriately supervised at all times.
- Fencing the area in order to provide safety.
- Engaging the children in a wide variety of indoor and outdoor experiences.
- Enabling the children to access appropriate furniture, resources, materials, toys and equipment. These resources will be adequate in number for the amount of children attending our service and be developmentally appropriate.
- Providing an environment where children can explore, solve problems, create, construct and engage in critical thinking that is developmentally appropriate for the ages represented in the service.
- Providing an environment that allows children to engage in activities independently or work in small groups and access resources independently.
- Providing an environment that encourages large and small group and independent activities.
- Providing an environment that incorporates commercial, natural, recycled, home-made and real resources that can be used in a variety of ways to encourage children's learning.
- Providing adequate and accessible hand-washing, toileting, eating and sleeping facilities as per the amount of children attending our service. In relation to toileting and hand-washing, these will be accessible from both our indoor and outdoor environments.
- If children attending the service use nappies, the service will provide adequate and appropriate hygienic facilities for nappy changing. If children at the service are under 3 years of age, there will be at least 1 properly constructed nappy changing bench. The nappy change facility are designed, located and maintained to ensure that children cannot access them without being directly supervised.
- Establishing an environment that incorporates natural and artificial lighting, appropriate ventilation, heating and cooling and fresh air.
- Provide appropriate areas for food preparation.
- Provide quiet areas where children can sleep or rest.
- Providing a separate indoor space for children who are under two years of age that the older children cannot access without permission but that the infants can go in or out of.
- Providing a space for administrative functions, consultation with children's parents and for private conversations to take place.
- Ensuring children's safety by ensuring that power points not in use have safety caps, all double adaptors and power-boards are out of reach of children and all electrical cords are secured.
- Discussing with children the safety aspects of using toys and equipment. When circumstances allow, we will involve the children in setting these rules.
- Communicating with families about the latest available safety information and making them information available to families.

- Compiling details of maintenance logs and records of building and equipment.
- Ensuring all equipment, including resources, equipment, car seats, booster seats etc meets relevant Australian Standards and educators are trained in correct maintenance and assembly.

### **Arrangements for Laundering of Soiled Items**

- The laundering of soiled cloths, linen and nappies is laundered away from the premises; soiled laundry is hygienically stored in a sealed container, until such a time as it is removed from the premises. Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items until they are being collected from the service.

### **Choosing Appropriate Resources and Equipment**

- The service will maintain an up to date inventory/registry of equipment at the service.
- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will compile a list for the Approved Provider of equipment which needs maintenance on a prioritised basis, twice annually.
- Resources and equipment will be chosen to reflect the cultural diversity of the service's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community.
- The service will actively seek the input of parents/guardians regarding toys and equipment at the service.
- All new equipment will be checked against Australian Safety Standards.
- Children will be carefully introduced to new toys & pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place pursuant to the relevant policies.
- The use of pools and toys or equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition.
- The Approved Provider will advise the educator and parents about the purchase of new equipment and ensure a risk assessment is carried out.
- All equipment purchased for the service will be within budget limitations.

### **On-going Maintenance**

- The service will consistently reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will put together an ongoing prioritised maintenance plan for the service at the beginning of each year. This will then be implemented throughout the year in accordance with any relevant policies.
- It is the responsibility of the Approved Provider/Nominated Supervisor to complete a Building Safety Checklist of the service and its grounds bi-annually and ensure any works deemed necessary are done to Australian standards. The Approved Provider/Nominated Supervisor will also ensure that the service and its grounds comply with Local Government and BCA regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- Should the service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

## Safety Checks

A daily inspection of the premises will be undertaken daily before children begin to arrive. This inspection will include the:

- Perimeters
- Fences
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment.

This must to be done in order to premeditate any dangerous objects in the grounds ranging from sharps to poisonous or dangers flora and fauna.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.

In regards to non-fixed play equipment in the service grounds it can be no more than one metre high and will not obstruct the sightlines of supervisory educators.

The service will also regularly have pest inspections carried out by an accreditation pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the service. Any required maintenance will immediately be reported by the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

A thorough checklist is completed monthly that checks the building, car parks and all aspects of the service.

## **Cleaning of Buildings, Premises, Furniture and Equipment**

### **General Cleaning**

The service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly. Educators will clean the service at the end of each day and throughout the day as the need arises. Accidents and spills will be cleaned up as quickly as possible to ensure that the service always maintains a high level of cleanliness and hygiene.

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our service will:

- Select and make use of the least hazardous substance or equipment.
- Only purchase and make use of substances which have child resistant lids or caps. Educators will ensure that such lids or caps are properly fixed at all times.
- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times. Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances. Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, will be stored in a locked facility external to the main building of the service. The facility must have a bonded floor and be inaccessible to children and clearly labelled as storing dangerous substances and/or equipment. Such facilities should be separate from children's play or outdoor environments.

- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn pursuant to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 131126, or call an Ambulance on 000.
- In the case of any child or educator becoming injured by a chemical, substance or equipment, the service will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

### **Minimising Potentially Dangerous Substances**

Our service also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help removed dirt from surfaces. Colour-coded sponges (e.g., pink for the kitchen, yellow for the bathroom) will be used in order to not cross-contaminate areas. Different rubber gloves will also be used in each room then hung out to dry and air. Before returning to the children educators will wash and dry hands.

### **Disinfectants**

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to make sure surfaces have been cleaned with detergent and warm water than to

use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentration.
- Enough time to kill the germs, this is at least 10 minutes.

Even when all of these conditions are met a disinfectant will not kill all the germs present.

### **Detergents**

Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not multiply germs itself.

# Poison Safety Checklist

Week beginning: \_\_\_\_\_

Checklist	Yes	No	Action required
Have all chemical products been checked to determine if they need to be stored in a lockable cupboard?			
Have all chemical products been checked to determine if they require disposal (out of date or no longer required)?			
Are all chemicals labelled correctly?			
Are food and chemicals stored separately?			
Are all Material Data Forms available for all chemicals in the Service and placed with the chemical?			
SDS Register available?			
SDS Register Current?			
Are containers for soiled nappies securely covered and the contents inaccessible to children?			
Are low toxicity products used whenever possible?			
If any handbags contain medication, are they stored safely?			
Is the Poisons Information Centre number available at every phone? (13 11 26)			
Is there any paint flaking of the walls that may contain lead?			
Have all poisonous plants been removed from the Service's premises?			
Have families been provided with information on poison safety?			
Have chemical storage areas been labelled with chemicals stored here signs?			
Medication is stored in locked containers/cupboard?			

Educators Name: \_\_\_\_\_

Educators Signature: \_\_\_\_\_

## Cleaning Schedule

	Wash DAILY plus when visibly soiled	Wash WEEKLY plus When visibly soiled
<b>Bathrooms.</b> Wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if Obviously soiled.	✓	
<b>Toys</b> and objects put in the mouth	✓	
<b>Surfaces</b> the children have frequent contact with, for example, bench tops, taps, cots and tables.	✓	
<b>Mattress covers and linen</b> , if each child does not use the same mattress cover every day.	✓	
<b>Door knobs</b>	✓	
<b>Floors.</b>	✓	
<b>Low shelves.</b>		✓
<b>Other surfaces</b> often touched by children		✓

### **Special areas for Cleaning - nappy change area**

Nappy change areas need to be cleaned after each use with detergent and warm water. If faecal matter spills onto the area wipe down with detergent and warm water and leave to dry. At the end of each day wash with warm water and leave to dry in fresh air and sun if possible.

### **Clothing**

Educators clothing should be wash daily. Educators should wear aprons or something similar to cover clothing that cannot frequently be washed. Educators should also have a change of clothes available in case of accidents. Dress-up and play clothes should be washed once a week in hot water and detergent.

## **Toy Cleaning**

Educators will regularly clean the children's equipment and toys. Toys, especially in the rooms of the younger children, are to be washed daily so as to avoid the spread of disease. Educators will wash a toy immediately if it has been sneezed on, mouthed, soiled or if it has been discarded after play by a child who has been unwell. The service will have washable toys for the younger children.

Refer to the following toy cleaning schedule for toys on display in the children's rooms.

### **Recommended cleaning materials:**

Please use child friendly cleaners such as Bicarb, vinegar diluted 1:10 in water, tea tree, lavender or eucalyptus oil diluted 5 drops to 500ml water, lemon juice or plain water. Please rinse in water after cleaning.

Other items that may be necessary include a sponge cloth, an old toothbrush or cotton wool.

### **General:**

- Most toys can be washed with normal dishwashing liquid, rinsing with clean water.
- Get into corners with a toothbrush. Please dry well.
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is ideal.

### **Wooden Toys:**

- Should be wiped over with a damp cloth – please do not immerse in water.

### **Play Dough**

Service will reduce the risk of the spread of disease when playing with play dough by:

- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

### **Rattles and Baby Toys:**

- Must not be immersed in water as it can get inside, rendering the toy useless.
- Wipe thoroughly with hot water or a cloth with diluted vinegar.

**Ride-on Vehicles and Outdoor Toys:**

- Must be cleaned.
- Please take care not leave them exposed to the elements as this reduces their lifespan.

**Puzzles and Games:**

- Wooden puzzles as per 'Wooden Toys' above.
- Cardboard should be wiped over with a slightly damp cloth.

**Packaging:**

Please help us by:

- Packing small pieces in bags provided. This makes them easier to count when returned
- Using elastic bands to contain similar items (like railway tracks).
- Completing puzzles before returning where practical.
- Alerting Volunteers to plastic bags which may be deteriorating.

## **Sun Protection**

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given that children in childcare are there during peak ultraviolet radiation (UVR) times throughout the day, early childhood settings play a major role in both minimising children's UVR exposure and providing an environment where policies and procedures can positively influence long-term behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at childcare settings.

As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun. With this in mind, the service realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

**The service will:**

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- Provide environments that support SunSmart practices.
- Create awareness of the need to re-schedule work commitments and outdoor activities to support SunSmart practices.

**Procedures**

Our organisation recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year.

The purpose of this SunSmart Policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

**Our service will:**

- Inform parents of the SunSmart Policy when they enrol their child;
- Increase the amount of shade in the grounds, where possible, by building shelters
- and planting trees;
- Ensure that wherever practicable, outdoor activities take place before 10am and after 3pm;
- Provide a SunSmart education program for children and provide parents with up-to-date SunSmart information through newsletters and parent meetings;
- Encourage all staff to act as positive role models for children in all aspects of SunSmart behaviour by:
  - wearing broad-brimmed or legionnaire styled hats and appropriate clothing for all outdoor activities
  - using SPF 30+ broad-spectrum, water resistant sunscreen
  - seeking shade whenever possible
  - wearing sunglasses that meet the Australian Standard (AS/NZS1067:2003)
- Ensure that children not wearing hats play in the shaded areas
- Supply or organise the purchase of communal sunscreen; and
- Review the SunSmart Policy annually.

**Staff will:**

- Practise SunSmart behaviour, as described above
- Enforce a 'no hat, no play' rule
- Supervise children's application of sunscreen (SPF 30+ 20 mins prior to outdoor activity)
- Direct children to play in shaded areas where possible.

**Our expectations**

**Parents/carers will:**

- Provide a well-fitting hat for use in all outdoor activities.
- Cancer Council Queensland recommends the following hats:

- 7.5cm broad-brimmed
- legionnaire-style
- Ensure that their child's clothing provides adequate protection from UVR. Cancer Council Queensland recommends clothing with the following features:
  - dark-coloured
  - collars and sleeves
  - closely woven fabric
  - natural fibre
- Provide SPF 30+ broad-spectrum, water-resistant sunscreens for their child's use
- Act as positive role models by practising SunSmart behaviour.

## Delivery and Collection of Children

The following procedure must be adhered to at all times to ensure the safety of the children.

### Arrival:

- All children must be signed **IN** by their parent or responsible adult as nominated in their enrolment forms in order for parents to be eligible for Childcare Benefit. This also assists educators in the event of evacuation of the service. **This is the parent/caregivers responsibility.**
- To ensure each child is cared for at all times, a educators member will greet and receive the child at all times.
- A locker should be made available to children and their families.

### Departure:

- Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to educators. If educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are an Authorised Nominee as listed on the child's enrolment forms.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent, the child must not be released into the care of that person.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Educators are to suggest that they contact another parent or Authorised Nominee from the enrolment form,

inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another Authorised Nominee, educators are to inform the police of the circumstances, the person's name and vehicle registration number.

- Educators cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- All children must be signed **OUT** by a parent or Authorised Nominee in order for parents to be eligible for Childcare Benefit. This also assists educators in knowing who has left the Service
- At the end of each day educators must check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.

Individuals visiting our service must also sign in when they arrive at the service, and sign out when they leave. Details of absences during the day must also be recorded.

## Water Safety

To stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our service will:

- Remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g. chairs, bins, bikes, any overhanging trees.
- Make sure no child swims in any water without:
  - Written permission from family member to learn water safety and swimming.
  - Appropriate educators/child ratios in place
  - Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- At all times children near water are closely supervised. A child will never be left unattended near any water, and two educators must supervise if children are using a paddling pool/water trough.
- Display a Cardiopulmonary Resuscitation (CPR) guide near any water.
- Ensure that all water containers, e.g. pond's, spas, nappy buckets, bathtubs are covered or made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- Immediately empty all wading pools/water troughs etc. after every use, storage should prevent the collection of water e.g. upright/inverted, also check grounds after rain or watering and empty water that has collected in holes or containers.
- Ensure wading/water trough are hygienically cleaned, disinfected and chlorinated appropriately:
  - On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
  - Wash away disinfectant before filling pool/trough.
  - Add Chlorine to pool before children used the pool.
  - Check chlorine levels frequently.
  - Children with diarrhoea, upset stomach, open sores or nasal infections should not use the pool.
  - All children should wear appropriate bathers, go to the toilet before entering the pool, and follow correct toileting hygiene practices while in the pool.
  - Remove all children immediately, empty and disinfect the pool should a child pass a bowel motion whilst in the pool.

## Kitchens

- Children must not gain access to any harmful substance, equipment or amenity
- The kitchen has a door, half-gate or other barrier to prevent unsupervised entry by children into the kitchen.
- The preparation of bottles for children under the age of 2 years is both safe and hygienic at all times and separate from nappy change area.

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## Maintenance of Fire Equipment

All fire equipment at our centre will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below.

Key	
<b>Inspection Procedure of Fire Safety Installations (F.S.I)</b>	<b>1.</b> Inspect for obvious visual faults. <b>2.</b> Inspect for faults and witness test of F.S.I by a competent person <b>3.</b> Inspect for faults where possible and accept logbook details of F.S.I <b>4.</b> Check Building file for details of any extra requirements.
<b>Required Record of Keeping Fire Safety Installations (F.S.I)</b>	<b>L</b> = log book required <b>R</b> = record of maintenance required <b>T</b> = Metal tag on F.S.I or service details/service label <b>(Y)</b> = Weekly test may be omitted refer AS 1851-2005

### Fire Fighting Equipment

Special Fire Service	Inspection Procedures for FSI	Required Record Keeping for FSI	Maintenance Schedule							Annual Survey of Installation	Maintenance Standard or Building Preference
			Wk	Mth	3Mth	6Mth	12Mth	3Yr	5yr		
Fire Mains	1					Y	Y	Y			1851-Section 2 & 4
Fire Hydrants (including internal & external hydrants, boosters connection/s and water storage tanks)	2	L-T				Y	Y		Y	Y	1851-Section 4
Fire Pumpsets	2	L-T	(Y)	Y		Y	Y		Y	Y	1852 – Section 3
Fire Hose Reels	2	R-T				Y	Y			Y	1851-Section 14
Fire Extinguishers (Portable)	2	R-T				Y	Y		Y	Y	1851-Section 15

# Back Care and Manual Handling

## Remember:

- Manual handling means any activity requiring the use of force exerted by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the above activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also encompass overuse injuries or, as a result of falling during manual handling, bruising or laceration.

## Recommendations:

- As working with children is physically demanding, it is wise to do warm-up exercises for three to five minutes before starting work. This is particularly important during cold periods as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- In addition, regular exercise such as walking, tennis, golf or aerobics will help condition muscles but anyone with neck, back or muscular problems should see a doctor before exercising.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

The employer, in consultation with staff/educators will:

- Provide you annually with training in Manual Handling and Back Care.
- Display in the staff room written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment which requires more than one person to lift or move it.

## Principles of Preventing Manual Handling Injuries

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.

To help prevent manual handling injuries:

- Kneel down rather than bend down.
  - For example, helping a child to put their shoes on.
- Sit down rather than bend.
  - For example, if a child needs comforting, sit down on the floor and encourage the child to sit on your lap.
- Sit in an appropriate sized chair or on the floor.
  - A suitable chair allows an adult to sit with upper legs horizontal to hips and feet flat on the floor.
- Carry children only when necessary.
  - The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible.
  - *Adults should try to avoid carrying a child on their hip because this can strain the back.*
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Minimise the need to reach above shoulder level.
  - If necessary use a step ladder.
- Avoid extended reaching forward,
  - For example, leaning into low equipment boxes.
- Share the load if the equipment is heavy, long or awkward.
- To lift a child out of a cot, lean against the cot and raise the child as close as possible to your body. Do not stretch over and lift.
- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults. Remember these needs when buying furniture and equipment or upgrading facilities.
- Use equipment and furniture that can be moved around as safely and easily as possible.
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.
- Larger children to climb up steps/ladder provided to change table.

### **Avoid Twisting when Lifting**

Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Use beds and equipment that are easy to move.
- Make sure you can see where you are going when carrying equipment or children.
- Be especially careful when lifting a child with special needs.

### **Avoid Accidents with Careful Housekeeping**

Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.
- Lighting is adequate.

### How to Lift Safely

1. Place your feet in a stride position.
2. Keep your breastbone as elevated as possible.
3. Bend your knees.
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity, i.e. around your navel.
6. Move your feet not your spine.
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own.

### How to Organise a Team Lift

1. Ask a colleague who is willing and able to help.  
*Ideally the colleague should be fairly well matched with you in size and strength.*
2. Agree on a plan of action.  
A coordinated movement during a lift is important.
3. Timing is important for co-ordination.  
One person should act as a team leader and 'call' the lift.

### How to Assess the Correct Storage and Shelving Height

Correct storage and shelving height is important to prevent slips, falls and strains:

To check the height at which it is safest for each individual to work, stand with feet together and hands by sides:

- The best height range for handling loads is around waist level .
- The acceptable height for lifting is any point between the individual's knuckle and shoulder.
- **Seldom-used objects** can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
- **Avoid storing objects** at a level between an individual's knuckles and the floor.
- **Mechanical aids such as ladders and trolleys should be used where possible** to avoid lifting.

## Sources

Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”  
Education and Care Services National Regulations 2011  
National Quality Standard  
Workplace Health and Safety Act 2011  
Workplace Health and Safety Regulation 2011  
Cancer Council QLD Sample Sun Protection Policy

## Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Policy Updated: 15 July 2013**

**Approved by:** \_\_\_\_\_  
**William F Kerwin**  
**Chief Executive Officer**  
**Croydon Shire Council**

**Approval Date: 31 July 2013**

**Date of Policy Review: July 2014**