

Physical Environment Policy

Workplace Safety, Learning and Administration

NQS

QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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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 allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.

QA6	6..1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.
	6.1.3	Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

National Regulations

Regs	82	Tobacco, drug and alcohol free environment
	99	Children leaving the education and care service premises
	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
	156	Relationships in groups
	249	Declared approved services (other than declared approved family day care services)
	251	Declared out of scope services
	337	Centre-based services indoor space requirements
	338	Preschool indoor and outdoor space requirements
	339	Over preschool age—indoor space requirements

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 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

Seaford District Community Children's Centre will provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it. This policy outlines the responsibilities of staff, management, families and visitors in maintaining a safe learning and work environment.

Related Policies

Animal and Pet Policy
Chemical Spills
Health, Hygiene and Safe Food Policy
Incident, Injury, Trauma and Illness Policy
Relationships with Children Policy
Sandpit Policy
Tobacco, Drug and Alcohol Policy

Implementation

Seaford District Community Children's Centre will provide a stimulating environment that continually engages children and fosters their learning and development while ensuring their safety and that of educators, families and visitors.

Resources and Equipment

Seaford District Community Children's Centre will:

- provide appropriately sized furniture and equipment in the indoor and outdoor settings for the age ranges at the service
- provide sufficient furniture, resources, materials, toys and equipment for the number of children and ensure they are developmentally appropriate
- check that all equipment, including resources meet Australian Standards and educators are trained in correct maintenance and assembly
- ensure non-fixed play equipment in the grounds is less than one metre high and that educators can adequately supervise children at all times
- place any outdoor climbing equipment, swings or slides on impact absorbing surfaces (soft fall materials)
- select resources and equipment that reflect the cultural diversity of our families, local community and nation, including the culture and diversity of Australia's Indigenous community
- actively seek the views of parents and families about our resources and equipment
- advise educators and families about the purchase of new equipment and ensure a risk assessment is carried out

- prepare an ongoing prioritised maintenance plan for the service at the beginning of each year, and implement the plan throughout the year, and organise maintenance systems (eg checklists, logs, building and equipment records).

Facilities

The Seaford District Community Children's Centre will:

- provide adequate, sufficient and accessible facilities for hand-washing, toileting, eating and sleeping.
- provide adequate, sufficient and hygienic facilities for nappy changing
- provide access to clean drinking water in our indoor and outdoor environments
- providing secure and hygienic laundry facilities
- provide a separate indoor space for children under 2 years of age
- ensure that the premises and grounds comply with building regulations (Local, State and Federal Government) and the Building Code of Australia in relation to fire, ventilation, lighting and safety glass
- provide appropriate and hygienic areas for food preparation
- complete a Building Safety Checklist of the premises and grounds every 6 months and ensure any work necessary meets Australian standards
- implement management plans to ensure the safety of educators, children, families and visitors if the service undertakes major renovations
- ensure there are at least 3.25 square metres of unencumbered indoor space for each child at the service (does not include passageways, bathrooms, food preparation areas, staff or administrative rooms, storage areas, kitchens unless primarily used by children as part of the program and any space not suitable for children)
- ensure there are at least 7 square metres of unencumbered outdoor space for each child at the service (does not include areas like thoroughfares, car parks and storage sheds)

Indoor and outdoor space requirements do not apply to children being educated and cared for in:

- an emergency for no more than two consecutive days the Service operates, or
- exceptional circumstances where all the children are siblings in the same family, or the child is in need of protection under a child protection order.

Environment

The Seaford District Community Children's Centre will:

- include natural elements like plants, trees, gardens, rock, mud and water
- provide adequate shading
- adequately fence the environment.
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air
- include elements that challenge children and encourage appropriate risk taking for the child's developmental level
- incorporate specific requirements for special needs children as seamlessly as possible
- incorporate sustainable practices which develop environmental responsibility
- ensure elements in the environment encourage children to explore, solve problems, create, construct and engage in critical thinking

Layout

The Seaford District Community Children's Centre will:

- organise the environment so children, educators and visitors can move around without disrupting children's activities
- create spaces which encourage collaborative learning through group interactions and one-on-one interactions
- create areas where children can engage in quiet, restful or independent activities
- establish the environment so children can be adequately supervised at all times
- provide space for administrative functions, consultation with children's parents and private conversations

- documentation about the arrangement of the rooms and outdoor spaces will be reflected throughout the curriculum planning cycle of each care group showing how our service creates inviting learning spaces, and document how the arrangement, resources and equipment contribute to children's learning.
- keep a record of any changes made to the physical environment eg rearrangement of rooms, additions/changes to outdoor environment

Activities

The Seaford District Community Children's Centre and educators will:

- undertake regular risk assessments to ensure risk is minimised or eliminated at all times
- provide adequate and ongoing training in risk management practices for new and existing educators, staff and volunteers
- engage children in a wide variety of indoor and outdoor experiences
- discuss safety issues with children (eg using toys or equipment) and involving children in rule setting to minimise or eliminate safety risks.
- cover unused power points with safety caps, securing all electrical cords and ensuring all double adaptors and power-boards are inaccessible to children
- provide families with the latest child-related safety information

Children's Groupings

Seaford District Community Children's Centre model for grouping children is known as multi age grouping. Through multi-age grouping we recognise the importance of fostering secure attached relationships between children and their educators allowing siblings, kinship and friendship groupings to be maintained regardless of children's age.

Children are grouped throughout the day in one of four groups. SDCCC acknowledges the Kurna people as the traditional custodians of the Adelaide plains region; Southern Kurna Country includes Onkaparinga. We have adopted Kurna names for each grouping of children at our centre. Kuula 0-2+ years - Kuula means Koala and is the place where we care for and educate the infants. Kardi 2-5¾ years - Kardi means Emu and is one of our care groups. Pirlta 2-5¾ years - Pirlta means Possum and is one of our 2-5¾ year age groups. Tarnda is our year before school nature kindergarten program 3¾-5¾ year age group - Tarnda means Red Kangaroo we thought this apt as these children will be out and about and visible in our community just like the kangaroos the children see daily in the fields surrounding the Onkaparinga Conservation Park.

The multi age grouping model

- minimises the number of transitions children will need to make within the service.
- promotes social skills development including helping, sharing, cooperating, and caring for or taking responsibility for others
- The capacity for social behaviour increases when children are given opportunities and expected to help in the care of younger children
- multi age groups promote cooperation reducing competitive behaviour giving children opportunity to take pleasure in their learning and spend more time on task
- Mixing age groups gives children the opportunity to challenge, practice and observe cognitive and social skills from a range of children with differing abilities.
- Care giving and problem-solving are greatly enhanced in multi age grouping as children observe other ways to embark upon problem solving.

Seaford District Community Children's Centre environment has been redesigned to bring the indoor environment outside and the outdoor environment inside with the use of extensive verandas and bifold doors. The learning environments are created to allow children to explore according to their individual learning dispositions and interests. Intentionally creating different learning areas supports children to regulate their emotions throughout the day allowing choice between a quiet play space, such as a book corner and a loud/physical play space such as the block area. High child to educator ratio supports easy access to our outdoor environment also allows for children flexibility to be in the environment of their choosing. The outdoor environment has a range of equipment including

access to table and chairs allowing children to engage in quiet activities while our climbing equipment and sandpit allows for children to engage in physical activities.

Opportunity for interaction between children and educators from other rooms in the service occur throughout the day including

- our early morning opening when children are grouped together
- opening the bifold doors between Kari and Pilta
- visits to Kuula to see baby siblings
- spontaneous visits from Kuula to the over 2's yard and rooms
- planned transition visits to the over 2's
- sharing of the over 2's outdoor yard

Safety Checks

To ensure the safety of all children and educators, the Director will ensure the following safety checks are carried out:

- a daily inspection of the premises before children arrive (use the Indoor and Outdoor Daily Safety Checklists attached to the policy) to ensure the service is safe, secure and hygienic, and there are no dangerous objects on the premises or service grounds, for example sharps or poisonous flora and fauna, including a check of:
 - perimeters
 - fences
 - gates
 - paths
 - buildings
 - all rooms accessible to children
 - fixed equipment

Educators will wear gloves and use tongs to pick up any sharp objects (eg syringes) and place them in the 'sharp object box'. This box will be disposed of at Seaford Chemplus . Any maintenance required will be immediately reported to the Director and the Work Health Safety officer who will make the appropriate arrangements to have repairs carried out.

- regular inspections of trees in the service grounds for overhanging, dead or dangerous looking branches as well as for any infestations or nests.
- regular pest inspections by an accredited pest control company. Any recommendations made by the company will be implemented if they will not compromise the health and safety of children and adults.

The Director will keep records of pest inspections and findings, and records to verify completion of safety checks.

Cleaning of Buildings, Premises, Furniture and Equipment

To ensure that cleaning is carried out regularly and thoroughly and the environment, resources and equipment are hygienic Seaford District Community Children's Centre contracts an independent cleaning company to clean the centre out of hours each night.

To maintain a clean environment and hygienic equipment the Director together with the Team Leaders will ensure educators and other staff:

- implement structured cleaning schedules (attached to the policy) to ensure that all cleaning is carried out regularly and thoroughly so that the service environment, resources and equipment are hygienic .
- use the least dangerous cleaning substance possible

- use colour-coded sponges key on display in each area to eliminate cross-contamination of different areas
- use disposable rubber gloves
- wash and dry hands after cleaning before returning to the children
- clean and dry cleaning equipment between uses so germs can't multiply on the equipment.
- store cleaning equipment securely
- wash dress-up and play clothes once a week in hot water and detergent
- clean the service at the end of each day and throughout the day as the need arises
- clean up accidents and spills as quickly as possible.

Use of Detergents

Seaford District Community Children's Centre uses Tri Nature cleaning products as part of our minimising toxic products policy. Tri nature's Chamomile detergent will be used to help remove dirt from surfaces. Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs as they are unable to multiply in a clean environment.

Use of 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.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. For disinfectants to work effectively, there still needs to be thorough cleaning using a detergent beforehand. However, 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:

- to be of the right concentrate
- a clean surface to be able to get to the germ
- enough time to kill the germs - at least 10 minutes.

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

Clothing

Educators are advised to:

- wash their clothing daily
- wear protective garments (eg aprons) to cover clothing that cannot be washed frequently
- have a change of clothes available in case of accidents.

Toys

To avoid the spread of disease, Seaford District Community Children's Centre will source where appropriate:

- washable toys

To avoid the spread of disease, educators will:

- wash toys at the end of each day, especially in younger children's rooms
- immediately remove a toy that has been sneezed on, mouthed, soiled or discarded after play by a child who has been unwell, so it can be washed at the end of the day
- wash toys in warm water and detergent (many can be washed in a dishwasher but not at the same time as dishes) and rinse in clean water
- use a toothbrush or other tool to clean difficult to reach areas eg corners
- take care cleaning toys that cannot be immersed in water eg wooden toys, rattles, toys with paper and cardboard and books, and wipe with a damp cloth and detergent
- thoroughly dry toys and books before returning to use. All, toys, including cloth toys and books can be dried by sunlight. Items like LEGO and construction blocks can also be left to drain on a clean tea-towel overnight

- regularly clean ride-on vehicles and outdoor toys and protect from the weather to preserve their lifespan.

Play Dough

To reduce the risk of spreading infections, educators will:

- get children to wash their hands with soap and water before and after using play dough
- store play dough in a airtight container
- make a new batch of play dough each week
- play dough will NOT be in use if there is an outbreak of vomiting and/or diarrhoea at the centre

Packing Toys Away

Educators will:

- encourage children to participate in the packing up process
- return toys to the appropriate containers
- return toys to the appropriate storeroom or shelving unit
- complete puzzles before packing away if possible.

Hazardous Substances

The Director and Work Health Safety Officer must be consulted and give approval for the purchase of dangerous chemicals, substances, medicines or equipment. The Director and Work Health Safety Officer will:

- select and use the least hazardous substance or equipment
- only select substances which have child resistant lids or caps
- ensure dangerous substances/chemicals are supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet
- ensure educators adhere to the manufacturer's instructions for use, storage, and first aid recorded on the SDS
- keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded will include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.

When **using** dangerous chemicals, substances, medicines or equipment, educators will:

- ensure the child resistant lids or caps are properly closed after use
- adhere at all times to manufacturer's advice and instructions (eg follow advice for products which need to be stored in a refrigerated environment)
- wear appropriate personal protective clothing recommended on the manufacturer's instructions.

When **storing** dangerous chemicals, substances, medicines or equipment, educators will:

- store all dangerous substances in their original containers
- keep all labels and/or use by dates intact at all times
- dispose of (without using) any dangerous substance not stored in the original container, or with destroyed labels and/or unknown use by dates. Disposal will be safe and in line with local council guidelines. Containers will not be reused under any circumstances
- lock all dangerous substances and equipment, including cleaning materials, detergents, toiletries poisons, dangerous tools and equipment with sharp and razor edges, in a place or facility which is labelled, secure and inaccessible to children.
- lock particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, in a locked facility external to the main building of the service, and separate from children's play or outdoor environments. The facility must have a bonded floor, be inaccessible to children and be clearly labelled as storing dangerous substances and/or equipment
- store any dangerous substances that need to be refrigerated in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children
- wear appropriate personal protective clothing recommended on the manufacturer's instructions.

First Aid

The Director or Assistant Director or Team Leader will:

- seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred by calling the Poisons Information Line on 131126 or Ambulance service on 000
- immediately ring the emergency services on 000 if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard
- implement the first aid procedures in the Incident, Injury, Trauma and Illness Policy, and if required the emergency procedures in the Emergency Management and Evacuation Policy, if a child or any other person is injured by a chemical, substance or equipment .

Other requirements

The Director or Assistant Director or Team Leader will:

- notify the appropriate Workplace Health and Safety Authority if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard or a child or any other person is seriously injured by a chemical, substance or equipment (refer Work Health and Safety Policy).
- regularly implement the Poison Safety Checklist attached to this policy to ensure we protect the health and safety of all children and adults at the service.

Kitchens

Seaford District Community Children's Centre will ensure:

- children cannot gain access to any harmful substance, equipment or facility
- half-gate barrier prevents unsupervised entry by children into the **main** kitchen
- the preparation of children's bottles is both safe and hygienic at all times and separate from nappy change area.
- as a lunch box centre the two kitchenettes are accessible to children any sharp items are kept out of reach of children

Laundry

- The laundry area includes a washing machine trough with hot & cold water supply for the laundering of linen, bibs, tea towels, flannels, dress ups, lounge covers and art smocks.
- Children's soiled clothing will be placed in a plastic bag then hygienically stored in a sealed container in the change room or laundry. These bags are collected by the child's parent at home time with the help of a staff member.

Sun Protection Policy

Policy statement

The Seaford District Community Children's Centre aims to support and promote sun protection for young children and adults. Australia has the highest skin cancer rate in the world and it is now evident that exposure during childhood is a critical factor. We believe that children should be protected from excessive sun by the use of hats, protective clothing, shade and sunscreen.

Scope

This policy is inclusive of the entire Seaford District Community Children's Centre. That being all children, students, staff and volunteers of Long Day Care, Out of School Hours Care and Vacation Care.

UV radiation

Cancer Council SA recommends that the Skin Protection Policy be fully implemented when the ultraviolet radiation (UV) is level 3 and above, which in South Australia, is primarily from the **1st September until the 30th April**. Skin protection measures will also be in place on any days in May to August when the UV radiation levels are 3 and above

UV radiation is present all year round; therefore SunSmart behaviour will be regularly reinforced and promoted to the whole centre community and new families and staff will be informed of the policy. Weather is not an accurate guide to the potential for skin damage as, even on cloudy and relatively cool days, UV radiation can cause skin damage if levels are 3 and above.

There is no relationship between UV radiation and temperature, therefore daily routines will be considered to minimize outdoor experiences during the peak sun protection times from **1st September until the 30th April**. This consideration is applied to planning of excursions and incursions that occur outdoors.

On the days when the UV radiation levels are below 3 (generally May to August), staff will encourage children to remove hats and no sun protection measures will be implemented, so as to receive vitamin D which is vital for the development and maintenance of strong, healthy bones.

We will provide and use adequate and effective sunscreen whilst outside. This assists with protecting children from UV radiation. Educators will be aware of shade patterns during the day and locate outside experiences accordingly. Children will be actively and positively encouraged to use shaded areas when playing outside. Educators will be vigilant to individual children's needs.

Educators will check UV levels via the evening news or via www.bom.gov.au/sa/uv/ or download the Sunsmart UV Index app via <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>

Protective Clothing

Protective clothing, including hats will be required. Clothing is an essential sun protective strategy and should cover as much skin as possible when outdoors. Shirts that cover the shoulders, have collars and sleeves that are at least elbow length and longer style pants and skirts are most suitable. Shoes that are closed in, rather than open should be considered.

Hats

Parents will provide a named sun hat for their child. Sun hats recommended by the centre will provide neck protection as well as face protection, e.g. broad brimmed, legionnaires or bucket hats. The centre will provide spare hats in each room in case children do not have their own.

Educators, staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- legionnaire hat
- bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

The Centre will have a stock of spare hats and for staff and children to wear. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or will be provided with a spare hat.

Please note: Baseball caps or visors are not sun safe because they do not provide enough sun protection

Sunglasses

Children who choose to wear sunglasses will be encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4), are preferably marked eye protection factor 10, cover as much of the eye area as possible and have soft elastic to keep them in place.

Clothing

When outdoors, educators, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- loose fitting shirts and dresses with sleeves and collars or covered neckline
- longer style skirts, shorts and trousers
- dark coloured clothing that is made from cool, densely woven fabric
- clothing with high UV protection factors (UPF), at least UPF15 but preferably UPF 50

Children who are not wearing sun safe clothing can be provided with spare clothing.

Please note: Midriff, crop or singlet tops are not sun safe because do not provide enough sun protection.

Shade

We will provide and use adequate and effective shade whilst outside. This assists with protecting children from UV radiation. Outdoor activities will be planned in shaded areas. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns. Children will be directed to use available areas of shade when outside. Staff will use discretion about restricting outside play on extremely hot days or days when the UV radiation levels are extreme.

Hydration

Each family is required to supply a bottle of water for their child. The centre has purataps installed in throughout the centre. Children's water bottles will be refilled by educators throughout the day. Children will be reminded to drink regularly to ensure adequate hydration.

Sunscreen

- The Centre will supply a broad-spectrum, water resistant sunscreen with an SPF of 30+ this will be in use when the UV radiation levels are 3 and above.
- All educators, staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen to clean, dry skin 15- 20 minutes before going outdoors and reapply every 2 hours or more frequently if children are involved with water activities.
- Sunscreen will be stored in a cool, dry place and the use-by-date monitored.
- Authorisation to apply sunscreen will be obtained from parents as part of the enrolment process.
- Children and babies may not be able to play outside if we are not authorised to apply sunscreen.
- If families prefer to use their own sunscreen it is to be labeled with the child's name and given to the educator. Sunscreens are not to be left in children's bags.
- It is expected that children arrive in sunscreen or that parents apply sunscreen on arrival. Parents record an S in the sunscreen column of the sign in/out list on arrival to indicate that the child has had sunscreen applied on arrival at childcare. If parents have not applied sunscreen to their child please inform staff to ensure they are adequately protected and staff will then apply sunscreen.

Babies' Skin Protection (under 12 months)

- Babies' skin is thinner than adults' skin and is extremely sensitive and can burn easily from exposure to the sun. Babies can be at risk of sunburn even when they are in the shade.
- Babies need a hat that protects their face, neck and ears such as a soft legionnaire style hat with a flap at the back that will crumple easily when they put their head down.
- If infants are kept out of direct sun or well protected from UV radiation by clothing, hats and shade, sunscreen need only be applied occasionally on small amounts of exposed skin.

Shared Responsibilities

- Educators will apply sun screen before children go outside, using hygienic procedures.

- Parents are to provide a hat for each child, clearly marked with their child's name.
- The Centre encourages parents to leave one hat at the Centre during the summer. Children who do not bring their own hat will wear a spare one provided by the Centre.
- Staff will wear a hat and sunscreen at all times whilst outside.
- Outdoor activities will be held in shady areas whenever possible.
- All children will be kept out of the direct sun as much as possible.
- Children are required to be dressed in shirts with collars and sleeves that cover upper arms.
- Shoulders must be covered. No tank tops. Please ensure that a spare shirt is in your child's bag at all times.

Role Modelling

- Centre staff feel it is important to set an example to children by always wearing hats and sunscreen whilst outside when the UV level is 3 and above.
- Educators and staff will act as role models and demonstrate sun safe behaviour by:
 - wearing a sun safe hat (see Hats)
 - wearing sun safe clothing (see Clothing)
 - applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapplying every 2 hours
 - using and promoting shade
 - wearing sunglasses that meet the Australian Standard 1067.
 - Families and visitors are encouraged to role model positive sun safe behaviour.

Education and Information

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to educators, families and visitors. Further information is available from the Cancer Council website

<http://www.cancersa.org.au/>

Policy Availability

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) will be made available to educators and staff, families and visitors in our Parent Handbook, on our website and through email communication.

Review

The Director will monitor and review the effectiveness of our sun protection policy each 12 months. Seaford District Community Children's Centre will maintain our SunSmart status with Cancer Council SA who will support in the review of our SunSmart Policy every 3 years.

Extreme Heat

Extreme heat is usually defined as a period of abnormally and uncomfortably hot weather that could adversely affect people's health. Babies and young children are especially vulnerable to extreme heat. To protect the health of our children and educators/staff during periods of extreme heat educators will:

- Regularly offer children water to drink
- Regularly ask children if they would like to cool their faces with wet washers or by splashing water on their faces in the bathroom sink
- Regularly sponge the faces of babies using cool, wet washers
- Ensure children are dressed in cool clothing eg singlets, short sleeves
- Keep children indoors in a cool, comfortable environment with air conditioning or fans
- Organise water play activities inside
- Use shade blinds to block the sun, particularly on sides of the service facing the sun

- Cancel or postpone excursions and outdoor activities
- Check the storage instructions for medications and take appropriate action eg move medication to fridge or request new medication supply if extreme temperature likely to damage medication
- Listen for bushfire messages
- Ensure children, including siblings of children at the service, are never left in parked cars

When the period of extreme heat has subsided educators will:

- Open the windows if there is a cool breeze
- Allow children outside following our sun safety procedures

If there is a complete loss of power during a heatwave, educators will implement service procedures for emergency power (see Emergency Management and Evacuation Policy) including the use of battery operated fans to cool children. Families will be contacted to collect children if educators believe children's health is at risk from the heat.

Water Safety

Seaford District Community Children's Centre Director, Assistant Director and educators understand the risks that water based activities pose and will undertake measures to protect the health and safety of all children involved in water based activities.

Educators will:

- complete a risk assessment before allowing children to engage in water based activities at the service or on excursion and ensure all risks are minimised or eliminated where possible.
- ensure no child swims in any water without:
 - written permission from parents.
 - appropriate educator/child ratios in place and adequate supervision.
- closely supervise children at all times and never leave any child unattended near water.
- ensure children with diarrhoea, upset stomachs, open sores or nasal infections do not swim or play in water.

To prevent accidents and illnesses related to water based activities at the centre educators 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.
- display a Cardiopulmonary Resuscitation guide prominently in the outdoor area.
- empty buckets used for cleaning immediately after use.
- cover nappy buckets with the lid provided; nappy buckets are to be kept in laundry trough, the laundry is NOT to be accessed by children.
- ensure bathtubs are inaccessible to children
- immediately empty all water troughs etc. after every use and store in a way that prevents water collecting in them (e.g. upright/inverted).
- check grounds after rain or watering and empty water that has collected in holes or containers
- ensure all pools and troughs in which children play are hygienically cleaned
 - remove leaves and debris daily
 - hose away surface dirt
 - scrub inside with disinfectant and rinse it away before refilling
- teach children about staying safe in and around water.

Water based excursions

Educators will:

- complete a risk assessment before allowing children to engage in water based activities at the service or on excursion and ensure all risks are minimised or eliminated where possible.
- ensure no child swims in any water without:
 - written permission from parents.
 - appropriate educator/child ratios in place and adequate supervision.

- closely supervise children at all times and never leave any child unattended near water.
- ensure children with diarrhoea, upset stomachs, open sores or nasal infections do not swim or play in water.
- ensure all children wear appropriate swimmers in a pool, go to the toilet before entering the pool, and follow correct toileting hygiene practices while in the pool.
- remove all children immediately if a child passes a bowel motion in the pool, advise pool managers if at a public pool, disinfect and if practical empty a home pool or trough.

Visitors

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our service must sign in when they arrive at the service, and sign out when they leave.

Inspection and testing of electrical equipment

Seaford District Community Children's Centre ensures that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust. A record of the testing is maintained at administration, which may be a tag attached to the equipment tested, must be kept until the equipment is next tested or disposed of and must specify:

- the name of the tester
- the date and outcome of the testing
- the date on which the next testing must be carried out.

Fire Equipment and Maintenance

All fire equipment at Seaford District Community Children's Centre will comply with relevant laws and regulations, council requirements and the Building Code, and be maintained in line with the Australian Standard AS 1851-2012

Seaford District Community Children's Centre is tenanted in a Minister for Education and Child Development building. The maintenance and testing of all essential safety provisions is carried out for the site in accordance with the Minister's Specification SA 76 Maintenance and testing of essential safety provisions 2015 edition'.

The Director with the support of Work Health Safety Officer and Administration staff will maintain the Fire Maintenance Log Book which is stored in the Administration office.

A. The Fire Maintenance Log Book includes:

- Site preventative maintenance plan
 - fire emergency evacuation lighting
 - fire extinguisher
 - fire blanket
- Site fire technical data sheets
- Site fire log book summary sheets

B. Fire service report sheets (completed by DPTI appointed Fire Contractor)

C. Fire equipment register (completed by DPTI appointed Fire Contractor)

D. Any test results (completed by DPTI appointed Fire Contractor)

Back Care and Manual Handling

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 can be the result of incorrect manual handling techniques, overuse, or from accidents. Injuries include back strains, and sprains in other parts of the body such as the neck, arm, shoulder and knee, bruising and lacerations.

Employers and managers have a legal duty to provide safe workplaces and implement safe workplace practices.

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.

Seaford District Community Children's Centre will:

- provide annual training in manual handling and back care
- display written, current information regarding manual handling
- ensure equipment and facilities are designed and maintained to reduce manual handling injuries
- ensure work practices are consistent with safe manual handling guidelines
- ensure educators and staff follow our safe manual handling procedures
- identify, assess and control all risks associated with manual handling
- clearly mark any equipment which requires more than one person to lift or move it.

To help prevent manual handling injuries educators and staff will:

- kneel rather than bend down eg to help a child put their shoes on
- sit rather than bend eg to comfort a child, educators will sit on the floor and encourage the child to sit on their lap
- sit in an appropriate sized chair (or on the floor) so their upper legs are horizontal to hips and feet flat on the floor
- sit in an appropriate sized chair and table to complete writing tasks (eg programming)
- carry children with one arm under the child's buttocks and the other arm supporting the child's back, with the child facing them as close as possible to their body
- not carry a child on their hip because this can strain the back, and only carry children when necessary
- lift safely and avoid twisting, especially with awkward loads
- lift a child out of a cot by leaning against the cot and raising the child as close as possible to their body. Educators and staff will not stretch over and lift
- help larger children to climb up steps/ladder provided to change table
- use a step ladder to reach above shoulder level
- avoid extended reaching forward eg leaning into low equipment boxes
- share the load if the equipment is heavy, long or awkward
- ask for help and organise a team lift when sliding, pulling or pushing equipment that is not easy to move e.g. trestles or gym mats

- rearrange surroundings to meet the needs of both children and adults where possible
- use equipment and furniture that can be moved around as safely and easily as possible
- store seldom-used objects up high between the shoulder-to-raised arm height
- avoid storing objects between a person's knuckles and the floor
- use mechanical aids like ladders and trolleys where possible to avoid lifting and stretching
- Reduce accidents by implementing good housekeeping practices including ensuring:
 - the floors and other walking surfaces are uncluttered, even and non-slippery
 - the environment is tidy
 - there is adequate space to work
 - equipment is maintained regularly
 - lighting is adequate.

How to Lift Safely

1. Place your feet in astride 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

Avoid Twisting when Lifting

To avoid injuries result from twisting educators and staff will:

- 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 their strength
- use beds and equipment that are easy to move
- ensure they can see where they are going when carrying equipment or children
- be especially careful when lifting a child with special needs.

Organising a Team Lift

Educators and staff will:

1. Ask a colleague who is willing and able to help, and ideally is fairly well matched with them in size and strength
2. Agree on a plan of action to achieve a coordinated lift
3. Appoint one person as team leader to '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. When standing 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 a person's knuckle and shoulder.

Sources

Education and Care Services National Regulations 2011

Early Years Learning Framework

Dangerous Substances (National Code of Practice for the Labelling of Workplace Substances) Code of Practice Approval 2006

National Quality Standard

Work Health and Safety Act 2012

Work Health and Safety Regulation 2012

Staying Healthy –Preventing infectious diseases in early childhood education and care services 2012

Work Safe Victoria: Children’s services – occupational health and safety compliance kit

Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”

Cancer Council SA SunSmart early childhood policy guidelines (including sample policy)

Cancer Council SA

Swimming Pools (Safety) Act 1972 (pools built before 1 July 1993)

Building Code of Australia (pools built from 1 July 1993)

Development Act 1993 (pools built from 1 July 1993)

Building Code of Australia

Royal Life Saving Society Home Pool Safety Checklist

Royal Life Saving Society Wading Pools Checklist

Australian Standard 1926.1 Swimming Pool Safety

Kidsafensw: Playground surfacing

Heat health plan for Victoria

Vic Govt Better Health: How to cope and stay safe in extreme heat

Environmental Checklists

The following can be used as a guideline to produce Checklists for the service's individual needs.

Checklist: Outdoor

- **Building maintenance** – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Keep records of any damages and subsequent repairs.
- **Doors** – have finger jam protectors.
- **Dust mites, pet allergens** – regular dusting and vacuuming.
- **Fence** - outdoor play areas securely on all sides of from roads, water hazards, and driveways. Maintain fences at correct height. Install childproof self locking devices on gates.
- **Garbage** – safely and promptly disposed of. Use lidded secure bins that prevent child access and maintain in a clean and safe condition. Encourage recycling.
- **Garden** and renovation debris - removed. Regularly trim branches and bushes.
- **Garages and sheds** - kept locked.
- **Heating, cooling, ventilation, lighting** – comfortable, safe, maintained, guarded and are kept out of reach of children.
- **Hygienic**, regularly cleaned and maintained conditions protect against vermin, bacteria, mildew, lead, asbestos and other dust allergens.
- **Non-slip** floors, stairs, steps, grounds and nonporous indoor floors for easy cleaning.
- **Pesticides** - dangerous chemicals should not be used to remove vermin.
- **Renovations** – reduce dangers e.g. lead, asbestos, holes and excavations.
- **Safety glass** is installed according to the Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level.
- **Security** - minimise unauthorised access with appropriate fencing and locks.
- **Spills** – clean away as they occur.
- **Under Service access** (including buildings on stilts and footings) – lock or block access.
- **Window fly screens** securely fitted, maintained and permanent.

Checklist – Indoor

- **Access for children and adults with disability** - ensure safe access into, within and out of the Service, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- **Barriers** - age appropriate, child proof, self locking barriers to balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the Service, front and back garden.
- **Children at risk** – maintain extra security and supervision of children at special risk.
- **Choking hazards** - e.g. small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags and balloons are removed.
- **Decorations and children's artwork** – aren't near ceiling fans, air conditioners or heaters. Avoid use of tacks, pins, and staples.
- **Emergency evacuation** – evacuation plan and emergency contact numbers displayed, families informed and evacuation procedures rehearsed.
- **Fire** – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.
- **First aid kit** with approved contents is maintained and accessible. Ensure First Aid certificates are current for relevant educators.

- **Guard and make inaccessible to children:** heaters, coolers, fireplaces, stoves, microwaves, power points, and office equipment.
- **Hazardous indoor and outdoor plants** - identify, remove or make inaccessible to children.
- **Heaters** – ensure that children cannot come in contact with hot surfaces and ensure heaters are away from children’s cots. It is preferable to use heating where combustion products are ducted outside. If gas heating is used ensure there is adequate ventilation while the heater is operating.
- **Hot water** - ensure the hot water supply is regulated to keep it below the temperature at which a child can be scalded (Any new hot water installations in early childhood services are required to ensure water delivered from the tap does not exceed 45° C).
- **Machinery, tools and equipment** – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.
- **Noise** – reduce excessive exposure.
- **Non-slip, non-porous** floors, stairs.
- **Pets and animals** – inform families of pets kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, don’t have fleas, are clean and healthy. Keep pet accessories such as pet food, litter boxes, pet toys away from children. Exclude dogs from children’s play areas. Keep children-pet interactions minimal and supervise interaction times.
- **Safe play rules and adequate play spaces:** discourage running indoors and safe furniture layout to avoid collisions.
- **Safety glass used and installed** according to Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, **safety decals** on sliding doors and plate glass doors at child and adult eye level.
- **Security** – ensure all entry doors are locked at all times and place bells on doors.
- **Smoke free environment** in all areas.
- **Educators personal items** – ensure personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
- **Stairways**, ramps, corridors, hallway, external balcony are enclosed to prevent a child falling.
- **Store in locked cabinet** any unsafe items, e.g. chemicals, medicines, razors, knives and electrical equipment.
- **Supervision and visibility of children** – ensure children are visible and supervised at all times. High risk areas are children in high chairs, playpens and play areas, on change tables, and in nappy change and toilet areas. Have at least two educators on premises at all times with vision of each other and the children, including when changing nappies or washing children.
- **Toys** – meet safety standards, age appropriate, maintained, and non-tox

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

Attachment B

This checklist is to assist in conducting and recording a quarterly inspection of all areas of a centre where foreseeable risks may have during the term or where safety may have been affected since the last check.

1. Checklist to be conducted and signed off on a quarterly basis each term e.g. tick if safe, cross if needing attention *Work Health Safety Representative is responsible for this task and will report to the Director*
2. Maintenance required must be reported to Work Health Safety Officer and Director
3. Completed checklists to be saved.

INDOORS

Term # Date	Kuula	Kari	Pilta	Tarnda	Kitchen	Admin/ Foyer	Planning	Director Office	Maintenance Required	
									Urgent	Non-urgent
Work Practice										
Maintain equipment in a safe condition?										
Instruct in the safe use of tools and equipment?										
All employees and students undertake Work Health Safety instruction as part of their induction into the work place.										
Supervise all work carried out by students?										
Work Health Safety Board is current, relevant and up to date & includes										
<ul style="list-style-type: none"> Work Health Safety Act Work Health Safety Regulations WHS Rep name & photo Return to Work Rehabilitation Officer name & photo How to raise a WHS CONCERN? Reporting forms WHS Policy and procedures Hazard Identification Safety Risk Management Manual Handling Hazardous tasks in ECEC & Out of School Hours Care Biological Hazards Communicable diseases & Immunisation Emergency evacuation plan & procedures 	Comments:									
Building maintenance										
	Kuula	Kari	Pilta	Tarnda	Kitchen	Admin /Foyer	Planning	Director's Office	Maintenance required Urgent	Non
Regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition.										
Records of any damages and subsequent repairs are kept in maintenance log book in Administration										
Fire Safety Emergency and Evacuation Procedures										
Is the Emergency and Evacuation Plan and procedures on display in each room?										
Does the location of the evacuation muster point remain adequate at all times of the day?										
Is the evacuation procedure rehearsed each term? Date last rehearsed	Emergency evacuation must be rehearsed and recorded every 3 months.									
Are students, visitors and staff inducted into the emergency and evacuation										

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

procedures?										
Can exit doors be opened from the inside without the use of keys?										
Are there adequate emergency evacuation exits and are they clearly identified, unlocked whenever the centre is in use and kept free of obstructions?										
Is emergency exit lighting is in working order?										
Are entrances and exits kept clear?										
Are fire extinguishers are clearly marked and accessible?										
Are smoke detectors functional?										
Bushfire Hazard Plan										
SDCCC is located within a Bushfire Safer Place - a place of relative safety suitable for use during forecast bad fire weather or during bushfire. During bushfire season the building maybe exposed to sparks, embers and smoke may be carried on strong winds. Preparing the property can help to minimise bushfire hazards.										
Flammable materials Reduce flammable material around the buildings (sheds, service yard) Ensure removal of dead branches, fallen leaves and cutting long grass										
Roofing Metal roofing affords more protection from embers. Gutters and roof are clear of litter/foilage										
Windows and vents External windows, window seals, doors and vents are clear and able to be sealed in the event of a fire.										
House Keeping										
Clean and tidy										
Is the room in a tidy condition?										
Is time allocated to perform daily housekeeping routines?										
Is the room free from the storage of excess equipment?										
Are bench tops free of excess equipment?										
Are kitchen draws and cupboards tidy?										
Are opened foods stored in sealed containers?										
Flooring										
Is the floor clean?										
Are floor surfaces even, free from holes, cracks, fraying or uplifting edges?										
Waste										
Is recycling supported by the service and educators?										
Rubbish bins are lidded and easily located?										
Nappy bins are lidded secure bins that prevent child access and maintained in a clean and safe condition?										
Rubbish bins are emptied when full? clean?										
Smoke free environment										
Is there a non-smoking policy in place?										

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

Is the non-smoking policy discussed as part of staff and student induction?									
Furniture									
Safety harnesses in low chairs clean, in good working order									
Lounges clean and clear of soiling									
Is furniture suitable for its intended purpose									
Is furniture in good and safe condition?									
Animals									
Are animal cages/tanks clean?									
Are educators aware of the hazards involved in handling animals?									
Is the power supply and electrical equipment for aquariums safe from contact with water in the event of an accident?									
Plants									
Do you consult the Hazardous plant index prior to the purchase and planting of indoor and outdoor plants?									
Toys and children's equipment									
Toys and equipment are in good repair.									
All accessible toys are suitable for that age group.									
Are educators aware of the risk posed by button batteries in toys and objects?									
Has the risk posed by button batteries been eliminated?									
Broken / unsafe toys and equipment are stored out of children's reach.									
Are educators aware of potential choking hazards such as small toy parts, beads, nuts, hat cords, blind and curtain cords, plastic bags, sandwich bags and balloons?									
Toys are stored safely.									
Cots/Beds and Bedding									
Are cots/beds free of any cot bumpers,									
Are cots/beds safely positioned not in walk									
Are cots/beds are in good repair?									
There are no entrapment hazards on the									
Is washed bedding stored in individually labelled bags?									
Storage									
Is there sufficient storage space?									
Are the storage areas free of accumulated old equipment or rubbish?									
Is appropriate shelving used?									
Are items stored within ease of reach?									
Are suitable containers used for storage?									
Are freestanding shelving units stable?									
Are all material correctly racked/stored? (heavy items at waist height)									
Electrical									

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

Electrical equipment has been checked by a qualified electrician and tagged to notify the date of inspection.								
Records retained at Administration								
Are residual current devices used with portable equipment?								
Are power points and switches in good working order?								
Are electrical outlets are capped with safety plugs?								
Electrical cords are out of children's reach.								
Is the use of extension leads kept to a minimum?								
Do all power boards used have an overload switch?								
Are all electrical cables in good condition? (not frayed)								
Are electrical cables cords kept clear of walkways?								
Is the MAINS switch known, accessible and correctly labelled?								
Have electrical cords with plugs attached been removed from tinkering/investigation boxes?								
Is there adequate lighting in the room?								
Are light fittings and fixtures appropriately maintained?								
Heating and cooling								
Ensure children cannot come into contact with heaters								
Are flammable material kept clear of heaters?								
Are the heating and cooling systems working in a satisfactory manner?								
Hazards Substances / Materials								
Have all hazardous substance been identified, their risks assessed and suitable procedures for their use documented and implement?								
Are you aware that domestic type containers (bottles/jars) must not be used to store hazardous substances?								
Are systems in place to ensure any spillages are cleaned up to prevent possible accidents?								
Items such as knives, plastic bags, matches etc kept out of children's reach.								
Safety latches on cupboards are in good working order.								
Are Material Safety Data Sheets available for hazardous substances used in the centre?								
Are un-decanted cleaning materials stored in the locked laundry?								
Are detergents labelled stored out of children's reach?								
Are decanted cleaning materials in labelled bottles?								

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

Are decanted cleaning materials out of reach of children?									
Are chemicals stored separately from food									
In a non-school age setting Long Day Care Medicines* stored out of children's reach/in appropriate container, at the temperature stated on container.									
First Aid									
First Aid kit with approved contents is maintained, labelled and accessible.									
Are First Aid certificates are current for relevant educators.									
In an under school age care setting, first aid kits are inaccessible to children									
General									
Entries and exits are clear and exit doors are able to be opened easily by adults.									
Floors are clean and maintained so likelihood of accidents is reduced.									
Emergency evacuation plan and emergency contact numbers are displayed									
Windows are made of safety glass and not damaged									
Windows, when open, do not create a hazard.									
Hot water accessible to children kitchenette/bathrooms temperature does not exceed water 43°									
Access doors to children's areas are locked and monitored by biolock									
Are gas leaks reported immediately and appropriated action take?									
Are "wet floor" signs used when required?									
Are hanging displays clear of lights?									
Are motion security devices unobscured?									
Are staff aware of the hazards associated with low, hanging displays? (manual handling, fire etc)									
Are team-lifting techniques used when shifting furniture?									
Are trolleys, sack trucks used when necessary?									
Are ladders provided for staff use, are they readily accessible and used when necessary?									
Are sinks and drains clear?									
Are door handles and catches in good repair?									
Do doors have finger jam protectors?									
Avoid use of tacks, pins to display information and children's artwork									
Is the cleaners equipment stored in adults only area?									
Work Health Safety Reporting and Recording									
Work Health Safety induction includes the following:									
Who is the Work Health Safety Representative? Are staff aware?									

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

Who is the Return to Work Rehabilitation Officer? Are staff aware?								
Do workers know how to raise a Work Health Safety concern?								
Do workers know where the Work Health Safety board is?								
Are all injuries and incidents involving staff								
1. Reported								
2. Recorded								
3. Investigated								
Where injuries and incidents are investigated, are measures introduced to prevent recurrence?								
Have all tasks (including manual handling) been assessed and written procedures developed to ensure the health and safety of staff?								
Have all staff been instructed in the use of safe working procedures (including lifting techniques)?								
Are these procedures regularly reviewed, in consultation with staff, to ensure their continued relevance?								

QUARTERLY HAZARD IDENTIFICATION CHECKLIST

Seaford District Community Children's Centre

OUTDOORS

Term # Date	Over 2's	Kuula	Maintenance Required	
			Urgent	Non-urgent
Do educators use the daily outdoor check list?				
Has a copy of the terms daily outdoor check list been sighted by the Work Health Safety Representative and Director.?				
Is the Outdoor Area free of hazards? broken equipment, rubbish, water collections, garden tools, trip hazards (also being aware of possible vandalism).				
Fencing and gates				
Are gates locked/closed as applicable? Are latches are in working order?				
Do the keys to the gates kept on the rolls open the gates?				
Is there anything near any fence/gate that would assist children to climb over? Is the effective height of all fences/gates is maintained.				
Sandpit and soft fall				
Is the sandpit is clear of rubbish?				
Is the sandpit cover clean and in good repair?				
Does the sand need topping up?				
Is the softfall clear of rubbish and other objects that may be a hazard to children?				
Is the softfall under/around climbing equipment fit for purpose? Is it at the required depth and raked as appropriate?				
Is the slippery dip and rockery well maintained?				
Are swing hooks well maintained?				
Surfaces				
Is the artificial turf free of uneven surfaces, worn patches and irregularities?				
Are paving and paths free of uneven surfaces, irregularities and trip hazards?				
Are veranda surfaces clean and slip free?				
Are verandas tidy?				
Are wooden surfaces free of splinters protruding nails and screws?				
Rubbish bins for children's use are clean and empty.				
Rubbish awaiting collection is inaccessible to children and is stored appropriately until collection.				
Trees and shrubs				
Are over hanging branches clear of buildings?				
Are any trees well maintained?				
Are tree canopies healthy?				
Are tree trunks and branches free of cracks or splits?				
Sheds and Carport				
Sheds are maintained and tidy including check for cobwebs and spiders and vermin				
Shed locks and keys are in good working order.				
Shelving units store equipment according to weight and ease of access				
Equipment has designated area for storage				
Shed floors are clear and swept				