

Hazards Policy

Appropriate steps are taken to identify and label possible hazards to children, whānau, staff and visitors to the Centre by providing clear and precise checklists for daily maintenance checks, monthly checks and annual checks.

- The Centre will delegate a staff member to be Health and Safety officer who will be responsible for the collation of all checklists at the Centre and the monthly reporting to management.
- The staff members opening the Centre each day must conduct a hazard check of the inside area.
- The Centre staff will ensure that the outdoor area is thoroughly checked each morning before children arrive and that the sandpit is raked and checked daily.
- Arrangements will be made to rectify urgent safety issues including the immediate removal of hazards, cordoning off the hazardous area when removal is not immediately viable, and advising management of the hazard.
- The Centre will develop clear procedures for notifying areas requiring maintenance.
- The Centre will utilise the main campus caretaker to ensure that the outdoor area is maintained at all times.
- Centre management is familiar with the health and safety requirements set out by the Ministry of Education, and Worksafe New Zealand. For example, all heavy furniture, fixtures and equipment that could fall or topple causing serious injury or damage are secured and regularly checked.

Centre Visitors

All visitors are required to sign in the Day Sheet located by the main entrance, with the purpose of their visit noted.

The visitor must read the Hazard List which includes specific hazards that apply for that particular day.

The visitor must then sign the Day Sheet (under the heading “Today’s Hazards”) to acknowledge that they have understood this information.

YMCA Early Learning Centre
for babies and pre-schoolers

• HELPING YOUNG
PEOPLE CREATE
THEIR FUTURE

ATTENTION!

Be aware of these hazards when you are at the Centre:

- Toys
- Wet floors
- Children

Specific hazards today:
(All visitors are required to sign Day Sheet – see staff)