



HEALTH AND SAFETY POLICY

Contents

Programme safety procedures

Programme supervision

Toilets

Attendance / sign in-out

Missing children

Children arriving/leaving unaccompanied

Late Collection of Children

Staff induction, participation and training in health and safety

Accidents and First Aid

Evacuation Drills

Emergency procedures / civil defence

Pandemic Plan

Business continuity & disaster recovery

Illness and Medication

Excursions and transportation

Food hygiene

Sun safety

General Notifiable Risk



Health and safety

At Mi Casa ASC Programme, the safety and wellbeing of children is a paramount concern. The programme's procedures will comply with all relevant legislation and professional standards, including the Health and Safety at Work Act 2015 (HSWA).

Mi Casa ASC Programme will as far as reasonably practicable, provide a safe environment for all staff, children, parents and others involved in the programme. The main safety procedures implemented by the programme concern:

- Actively managing the risk of harm through effective supervision, regular safety checks and risk assessment
- Providing staff with appropriate information and training, as well as regular opportunities to participate in safety planning and to discuss incidents or concerns
- Informing everyone in the programme about safety precautions – children, parents etc.
- Regular recording and reporting of safety checks, incidents and concerns, including consultation or co-ordination as required with key stakeholders (School BOT, MSD, OSCN etc.)
- Regular monitoring and review of safety practices in all areas of the programme
- Reporting to governance body/owner on health and safety matters
- Appropriate planning and preparation for emergencies, including natural disasters

Programme safety procedures

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations. The programme will maintain a hazard register, to record hazards identified and steps taken to reduce the risk of harm.

WHERE THERE ARE RENTED FACILITIES:

The programme has overlapping duties under the HSWA with Rawene Community Centre, the provider of the facility for the programme. Programme management will consult with representatives of the facility provider over health and safety matters as they arise and will annually review the health and safety of the facility, as it affects the programme.

The Programme Manager will ensure that a staff member checks the programme environment at the beginning of each week (ASC) or each day (HP), (using the Venue and Hazard Check form). Programme management will regularly review these records at least twice per year.

In addition to these regular safety checks the programme will complete a risk assessment form for excursions and other activities that pose particular safety risks, including any activity in water. The programme manager will complete the risk assessments with input from programme staff. Risk



assessments will be filed and available for programme staff whenever these activities are going to occur.

Health and safety

All planned activities will meet relevant industry standards and be supervised by suitably qualified specialist staff where this applies, e.g. canoeing, rock climbing, gymnastics.

Parents will be given information on safety as part of the enrolment process and whenever there are activities that have a significantly higher safety risk. Written parental consent will be required for activities in the water or any off-site activities, and may be required for other activities at the disd There will be quarterly reporting to the Directors on health and safety matters including any changes or improvements made to health and safety in the programme and outcomes from health and safety reviews.

The programme provides a smoke free environment. Staff who smoke are not permitted to do so anywhere in the programme facility or grounds. This policy is displayed for parents at the sign in/out area.

The programme will be nut free to restrict any allergic reactions that may occur due to the consumption of nuts.

Programme supervision

The staff/child ratio will be as follows:

- At the centre 1:10
- On excursions 1: 8

There will always be a minimum of two staff on duty at the programme.

All staff counted in the ratios are 16 years or older. The programme manager will be 20 years or older and will be required to remain on site during the programme hours. All staff will have the appropriate level of maturity and experience to effectively supervise (refer to: staffing policy)

Swimming activities and other situations that pose a higher risk may have a lower number of children per staff member, which will be determined by a risk assessment process.

A minimum of one qualified first aider will be on-site at all times. We will aim to have at least half of all staff current first aid qualified at all times.

Staff will usually be allocated specified areas and/or activities to supervise (based on rosters) and staff will be within sight and/or sound of the children they are supervising. The programme requires active supervision. When staff are supervising they will be constantly observing *all* children in the area/activity they are responsible for.



Staff will position themselves so they can best see all the children. Staff will not join in on an activity if they will be unable to maintain good supervision.

Staff will not leave the area they are supervising without ensuring it is safe to do so by asking another staff member to supervise the area or moving the children to another place where they will be properly supervised

Staff will make a head count every occasionally and watch boundaries constantly (children are to be made aware of these beforehand).

Health and safety

If a staff member sees any possibility that an activity could cause an accident or injury, they should stop the activity immediately and not allow it to re-start until it can continue safely.

In an emergency, staff will ensure that they respond in a way that does not create a risk of further injury or leave children without adequate supervision. Stay calm and seek help immediately.

Staff will inform Management as soon as possible if there are any injuries, incidents, dangerous behaviour, unsafe equipment etc.

Toilets

- Children will inform a staff member when they are going to go to the toilet.
- If using public toilets a staff member will be monitoring outside the toilet.
- Staff will not use any toilets in use by children. At the programme facility there is a designated staff toilet.

Attendance / sign in-out

A programme roll is maintained daily (on Aimy Plus) that records children booked and those who actually attended. Programme management will spot check that the roll is accurate and up-to-date.

The programme manager is responsible for the roll during the programme, which will be kept at the programme premises at 33 Rawene Road, Rawene Community Centre Birkenhead. In any emergency evacuation the roll will be retrieved and taken to the assembly point.

The roll call and head count is made at the start of each session and other formal attendance checks will be made regularly during the session – prior to excursions and at lunch time during holidays. At 5pm during the after school session. These checks include the sign in/out records, to ensure the head count is accurate. There is also a check for children who aren't recorded on the roll.

Names and emergency contacts for all children, will be available to staff at all times.



Parents are expected to sign children in and out of the programme and provide a list of adults authorised to collect their children (on the enrolment form). Children will not be allowed to leave with an unauthorised adult.

Missing children

Holiday programme policy:

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED: the Programme Manager will attempt to contact the parents. Due to the cost of mobile phone calls it is not a priority to reach parents in this situation, unless the child was coming to the programme unaccompanied (see below). The Programme Manager will inform the programme management of any unexpected absences.

After school care policy:

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED:

- Staff will consult immediately with school personnel to ascertain if the child was at school and their whereabouts.
- If the child is missing an immediate search will be conducted of school grounds and immediate locality.
- The programme manager will be notified and consulted about next steps.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.
- The programme manager may also follow up on information and conduct a wider search e.g. along the route to the child's home.
- If the child can still not be located, the Police will be notified.

Once the child is located the programme manager will follow up with the parents to investigate why the incident occurred and take steps to prevent it occurring again. If necessary, parents will be reminded to notify the programme of any change in bookings/attendance.

Parents are expected to inform the programme manager if they will be dropping children off late or picking them up early. If the group is not in the Centre (e.g. outdoors in playground) parents must make sure that the staff know their child has been dropped off. When the group leaves the Centre a note will be left describing their whereabouts.

If a child is found to be missing during the programme:

- Staff will check their head count and buddy check to be certain the child is missing.
- Check programme sign in/out records.
- Notify programme manager and consult about next steps.
- Check with children and staff about when the child was last seen.
- Check all toilets thoroughly – enter and check cubicles. Check other possible hiding places such as cupboards and rooms.
- Search programme grounds and immediate locality.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.



- The programme manager may also follow up on information and conduct a wider search.
- If the child can still not be located, the Police will be notified.

Children arriving/leaving unaccompanied

Parents may request that their child/ren travel to or from the programme unaccompanied. Unless the programme agrees to this, all children must be safely accompanied to and from the programme.

Before agreeing to children being unaccompanied, the programme will consider the safety of any proposed arrangement, taking into account the age/s of the child/ren, time of day and distance/route being taken. It is our policy to usually not allow children under the age of 8 to leave or arrive on their own.

Any agreement made with the parent will specify the time children will leave/arrive and be signed by the parent. The programme still reserves the right to not release any child if circumstances are not judged safe, in which case parents will be contacted.

Late Collection of Children

If a child is not collected at the end of a programme the following procedure will apply:

- Two staff members will remain with the child – it may be necessary to call programme management for assistance.
- Parents and emergency contacts will be contacted and programme management informed.
- If parents and emergency contacts are unable to be reached, staff will defer to programme management who will contact the appropriate authorities (i.e.: Oranga Tamariki, NZ Police) to discuss the appropriate next steps.

Parents who are late picking up their children will be charged an additional fee of \$1 per minute.

Staff induction, participation and training in health and safety

As part of staff induction, relevant health and safety procedures will be explained including:

- duty of care and the staff code of conduct
- programme hazards and safe use of equipment and facilities
- programme rules and boundaries
- programme supervision
- emergency procedures
- sign in/out requirements
- medical and special needs, including food allergies
- food hygiene

As part of their induction, new staff will be monitored and receive regular feedback on health and safety practices. New staff will not be placed in roles above their level of experience and competence – in particular supervising playgrounds and water activities. In these situations new staff will be supervised by an experienced staff member.



There will be regular staff meetings. These will be minuted. Health and safety will be a regular agenda item for these meetings. Any concerns and safety issues can be raised and discussed. Staff will also be informed that they may raise concerns at any time with the programme manager or management.

All staff will participate as a group in an annual health and safety review, which will be recorded and filed.

Staff will be encouraged to participate in external health and safety training.

Accidents and First Aid

A first aid kit will be kept at all centres and taken on excursions along with emergency contact numbers. All first aid kits are checked at the end of each term. Checks are recorded in

One currently qualified first-aid person will be on site at all times.

In the event of any accident the following procedure will be followed:

1. Staff will immediately inform the programme manager
2. Appropriate first aid will be administered
3. If a child needs medical attention, parents will be contacted to ascertain if they want to take the child themselves or would prefer staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable the child will be taken to the nearest available medical facility. Programme management will also be informed of the situation as soon as possible.
4. If serious injury occurs, parents will be notified and an ambulance called. If it is not possible to call an ambulance and the need is urgent, then children may be transported in a private vehicle.
5. If the situation is urgent, the programme manager will take necessary actions and inform parents and the programme management as soon as possible.

All accidents and incidents are recorded on the Accident/Incident Register. Parents will sign incident reports that involve their child. (Names of other children involved will be kept confidential.)

For injuries requiring medical attention, or when a more serious injury is suspected (e.g. a head injury) a complete accident report will be filled out and signed by a parent.

The Health and Safety at Work Act 2015 defines a “notifiable event” as either a death, or notifiable illness injury or illness. The programme will as soon as possible notify Worksafe, the Ministry of Social Development (MSD Approvals) and any other relevant agency of the incident. The programme will also take reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.

- A notifiable injury or illness is one that requires the person to have immediate treatment (other than first aid) for: amputation of any part of his or her body; serious head or eye injury, or a serious burn; separation of his or her skin from an underlying tissue (such as degloving or scalping); a spinal injury; the loss of a bodily function; serious lacerations; OR to



be admitted to a hospital for immediate treatment OR have medical treatment within 48 hours of exposure to a substance.

- A notifiable injury or illness also includes any serious infection to which the carrying out of work is a significant contributing factor
- A notifiable incident means that someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident

Evacuation Drills

Staff will conduct a full evacuation drill once per term (ASC) and once every week per Holiday programme (HP).

The evacuation drill will include the following checks:

- All emergency exits are clearly displayed.
- Emergency exits are regularly checked to be in working order and free of obstructions.
- Evacuation procedures are displayed, clearly indicating where people can assemble safely outside the building.

The evacuation procedure will be reviewed after the drill. Any recommendations are reported to programme management.

Emergency procedures

In all emergencies stay calm

Walk, do not run

Alarm/signals

The signal to evacuate must be made as quickly as possible.

Should any immediate danger arise, notify a senior staff person who is on hand and proceed with response.

Loud repetitive sound alarm will occur

NOTE: THE VENUE FIRE ALARM / IS NOT MONITORED DIRECTLY BY THE FIRE SERVICE.

Staff responsibilities in an emergency

The designated emergency warden are either Elisa or Jansyl (Directors) and will oversee the evacuation by

- Contacting emergency services, as required



- Allocating staff to check toilets... (specify other building areas to check)
- Allocating staff to supervise children during evacuation.
- Ensure everyone immediately proceeds calmly to safe assembly points, walk, do not run.
- Collect attendance register, cell phone and emergency plan folder (including emergency contact information for all children).

The warden will remain at the safe assembly area. When all checks are complete call the roll. All children must be clearly accounted for (including children who have already left the programme), as well as visitors.

No one is to re-enter building until the all clear is given by the warden.

When on an excursion, assemble where the signal is being given.

The warden will ensure the evacuation is recorded / reported, along with any recommendations.

Evacuation assembly point

Front Carpark at Rawene Community Centre, 33 Rawene Road, Birkenhead

Civil defence

If a civil defence emergency is occurring, all children will remain at the programme if possible and staff will await instructions from emergency agencies.

It may be possible to contact parents, but in any case staff will remain with children until they are discharged to their parents/emergency contacts or until other appropriate provisions for their on-going care are made.

If it is necessary to remain for a longer period at the programme, staff will make provision for children's comfort and warmth. The programme maintains a supply of bottled drinking water and emergency food.

If evacuation is necessary, parents will be notified if possible. Otherwise information will be posted at the programme venue and local emergency services notified. The evacuation point will be depend on the circumstances but may be the local civil defence post.

It may be necessary, before leaving the building, to take steps to turn off power or water supply.

If the evacuation is non-urgent, staff will take essential supplies:

- All contact information for children
- First aid kit
- Radio
- Drinking water



- Toilet paper
- Plastic rubbish bags
- Any special medication, inhalers etc.

Fire

Raise alarm.

Evacuate.

If safe to do so extinguish the fire.

Keep children at the assembly point until danger has passed.

NOTE: THE VENUE FIRE ALARM IS / IS NOT MONITORED DIRECTLY BY THE FIRE SERVICE.

Earthquake

If indoors:

- Staff to give clear instruction: "Earthquake, take cover."
- **Drop**, take **cover** under a desk or table and **hold** onto the legs until the shaking stops.
- Keep away from shelves containing heavy objects and other large items of furniture.
- Keep away from windows.

Stay indoors until the shaking stops and it's safe to go outside.

If outside, assemble away from power lines, trees, buildings.

Be alert for aftershocks.

It may be necessary to take steps to turn off power or water supply.

If you are at, or near a beach, move to higher ground (or inland) in case of a tsunami.

Tornado

Stay indoors.

Close windows and external doors.

Close curtains to reduce risk from broken glass.

Move to centre of the room, away from windows, or to an internal room.

Dangerous local incident / armed or violent person in vicinity

Lock-down procedure

Lock down will be signalled by



Depending on situation, staff will direct all children to the nearest safe area: (specify min. two locations)

If it is safe to do so, staff will retrieve the roll and account for children as soon as possible by either roll call, head count or buddy check. Toilets, playgrounds etc. are to be checked by staff.

Dial 111 and stay on the line with emergency services.

As soon as possible, notify programme management of the situation.

Keep the children calm, on the floor and away from doors and windows.

Lock all the doors and close all windows. Turn off lights.

Close all curtains and/or stay out of sight by (specify)

Do not open doors, curtains etc. until the lock down is declared over. Be prepared to be waiting a while.

Pandemic Plan

Due to the global pandemic of Covid-19, Mi Casa has complied with the laws of the New Zealand Government to adjust our Operation accordingly with Health and Safety guidelines:

- Hand washing/Drying and sanitising will take place on entrance to the programme, before and after eating, before and after use of equipment and on exiting the premises.
- Food Hygiene and distribution. Gloves and hair nets will be used. Only one staff member to prepare and serve food. Benches and equipment to be cleaned before preparation. Children to line up and use social distancing rules to collect food.
- Collection of children and sign-out will be monitored. Parents/Caregivers will come to the entrance by the carpark at the front, and a staff member will ensure the children are brought to the entrance and sign out on the Aimy Plus App will be done there.
- There is a strict **one person per toilet policy at all times**. Monitoring of hand washing will be managed appropriately.
- Non-contact activities and social distancing rules will be monitored at all times.
- There is some equipment that can't be used, like costumes and Lego. Only necessary equipment will be used with assurance of regular cleaning.
- Contact Tracing will be monitored by keeping a register of all people who enter the facilities.



Please Note: In the instance that your child/ren become unwell or show signs of cold or flu, then a parent/guardian will be notified for immediate collection.

For further information on Covid-19 please follow this link <https://covid19.govt.nz/>

Working under the guidelines of the New Zealand Government will apply to all pandemics and this Health and Safety policy will be updated accordingly.



Business continuity & disaster recovery

The programme is committed to providing a continuity of service, as feasible and appropriate.

If an alternative venue is required:

- MSD Approvals will be notified as soon as a potential venue has been identified and the programme will follow the advice of MSD staff to secure MSD Approval at the new facility. This will include a risk assessment process for the new facility. Relevant Work and Income staff will also be advised.
- Parents will be advised of new facility and any new arrangements re- arrival or releasing children from the venue.
- Children will be gradually orientated to the new facility as part of the programme activities.

The programme will liaise with other local/community groups to order to act in a coordinated manner when re-establishing.

Staff will be assisted to access appropriate support when the programme is re-establishing after a significant event such as natural disaster. The programme will offer the option to negotiate a period of leave to help staff through this transition.

As finances permit, the programme will retain a reserve of funds to assist with re-establishing the programme after a significant disruption.

Illness and Medication

No sick children will be admitted to the programme

If a child becomes ill during the day they will be made comfortable in the Foyer Room. Parents will be notified and at the discretion of the supervisor may be asked to collect the child as soon as possible. Parents are advised of this policy upon enrolment.

If a child is to be administered medication at the programme, parents must confirm details of the medication in writing on the medication form - in the case of any medication the child will administer themselves, parents must specify this.

Staff will ensure that all medicines are stored safely including those that children are allowed to self-administer e.g. asthma inhalers. There will be no risk of medicines being mixed up or tampered with by other children.

Staff will keep a record of all medication given and parents are required to check and sign this daily

All medical records kept by the programme are strictly confidential

All medicines must be clearly labelled, showing the child's name and dosage

Staff will only administer medicines in accordance with the written dosage



Excursions and transportation

When children are taken off site, staff are aware of the higher risk this entails and the requirement for a high standard of supervision. Staff will be made aware of particular hazards and given clear guidelines for these situations e.g. road crossing, behaviour while in vehicles, supervision around water etc.

The staff/child ratio on excursions will be 1 adult to 6 children. Children will be put into groups with an adult whose primary responsibility will be to supervise that group.

On walks the children will be organised into a buddy system and will walk double file with at least one adult at the rear and one adult leading. Where there is a road to cross, pedestrian crossings will be used if available. One adult will stand in the middle of the road to ensure traffic is stopped before children begin to cross and will remain there until all children are safely across the road.

Written consent is gained from parents before children are taken on excursions. Parents should receive all relevant details about excursions preferably 24 hours before they occur: mode of transportation, itinerary, clothing appropriate to trip e.g. jumpers, sunhat.

The programme will have a timetable for the excursion and there will be no significant departure from the planned itinerary, unless an emergency requires it.

The planned itinerary will include contingency arrangements for weather etc.

A list of children participating in the excursion is to be left at the Centre prior to departure and a copy carried by the authorised programme manager, including emergency contacts for each child.

A First Aid kit is taken on all excursions.

Excursions involving boating require a higher staff to child ratio and will be under expert professional supervision. Participating children will wear life jackets at all times (public ferries are an exception).

Risk assessment documents will be consulted before each excursion.

Appropriate planning & preparation includes:

- ensuring access to phone/radio communication while away from centre
- implementing a buddy system - children put into pairs and made responsible for their buddy
- scheduling of regular roll checks
- ensure staff have adequate knowledge of destination
- instructing children about safe road crossing
- revising clear safety guidelines for walking in groups on footpaths etc.
- briefing for children on behaviour and safety before they leave centre and before they enter a venue

Children will only be transported in vehicles where seatbelts/restraints are available for each child (with the exception of buses). All vehicles need current WOF and a licensed driver/operator.

Where programme staff are drivers, there will be a specific induction process and record kept of this – including a period of supervised driving with an experienced senior staff member.



Food hygiene

Food will be prepared in the kitchen area on the bench, except when cooking is a programme activity. The kitchen will be checked for cleanliness before each session.

These guidelines will apply when handling/preparing food

- Wash hands before handling food and wear gloves
- Long hair to be tied back
- Cover cuts and abrasions with a water-proof dressing
- Staff who may be unwell will not be involved in food handling

All children will be reminded to wash their hands before eating.

All fruit and vegetables are washed before use.

Any food requiring heating will only be by members of staff and there will be care to ensure proper temperature and timing.

All utensils and surfaces will be washed thoroughly after use. Unused food is stored in clean sealed containers and refrigerated as required. Food will be regularly checked for spoilage and expiration date.

Tea towels and hand towels are replaced daily and regularly washed. Kitchen towels are separated from hand towels.

Food that has been prepared will be covered until it is served for eating. Meats and dairy produce that has been served will not be left available for children after meals.

Rubbish containers for waste food-stuffs will be emptied daily.

Cleaning equipment and chemicals are stored separately from food and food utensils.

Children are not permitted in the kitchen area.



Sun safety

The programme will identify and manage potential harm caused by excessive exposure to the ultraviolet radiation (UVR) from the sun. In particular it is recognised that children engaged in outdoor activities may have increased exposure to UVR.

Sun safe practices will apply from September until the end of April the following year, to ensure that children are protected from extended exposure to the UVR.

Children will be encouraged to wear sunscreen, appropriate clothing and hats for sun protection and renew sunscreen regularly.

Sunscreen with protection SPF 30+ or higher will be available for the use of children and adults. Sunscreen will be applied 20 minutes before exposure to the sun and re-applied every two hours.

Staff will encourage children to apply their own sunscreen and will supervise all children to ensure it is applied correctly and assist as required.

Children can play in the shade if dressed inappropriately for sun exposure.

Children will wear water resistant sunscreen whilst swimming and allow time for application.

Appropriate clothing for sun safety includes: shirts with sleeves and/or shoulder cover, collars and sun hats with wide brims and/or flaps.

Programme activities will be scheduled as much as possible to minimise exposure during the hottest part of the day.

Sun-safe and shaded areas at the programme venue will be utilised and children will have access to shaded play areas.

Risk assessment for excursions will include exposure to UVR as a risk factor and will minimise that risk through use of natural shade, provision of shade, access to drinking water and scheduling of activities to avoid peak UV times.

Staff will “model” wearing appropriate hats, clothing and sunscreen during the sun safe period, as well as opting for shaded areas where possible.

Parents will be informed through newsletters and on enrolment of the policy regarding sun-safety and reminded to send children with appropriate clothing. When enrolling, parents will be asked if their children have any allergy to sunscreen. The programme will seek parent permission to use its own sunscreen. Parents may provide their own sunscreen if they wish to do so.

Parents will be advised to provide appropriate sun-coverage clothing for swimming and beach trips such as suitable t-shirts, sun suits etc.

This policy will be communicated to parents prior to each sun safe period and will be positively reinforced through notices and other communication.



General Notifiable Risk

The Organisation will, as reasonably practicable, Consult, Co-operate and Co-ordinate activities with the purchasing agency/ies with regard to the Health and Safety of workers engaged to perform a service, and safety precautions to be put in place.