



Little Feet Childcare Centre Ltd

"we care for your child"

Hazard Policy

Rationale:

The Management of Little Feet Childcare Centre is committed in ensuring a safe and secure environment for the employees, children, and their families as well as the visitors.

- All staff are responsible for the daily check for any hazard that may affect the safety of everyone in the centre and record it in the daily hazard folder.
- Activities set up must be well planned to allow free movement and allow children to move freely between areas without bumping or running into each other.
- Educators must consider hazards as they plan and implement activities to avoid accidents.
- Bathroom area must be monitored, and the floor must be kept dry at all times by the duty staff member to avoid accidents.
- Appointed staff must check indoor and outdoor for major hazards once a week, record and inform the Centre Supervisor.
- Educators must ensure that the playground area is clear of hazards by checking for cracks, subsidence, jagged edges and wet and slippery slides or play equipment.
- Sand pit must be raked every morning at set up time, remove any foreign objects that may cause injury and ensure to cover it at the end of the day.
- Appropriate mats and/or spare blankets must be used on the vinyl floor for activities to prevent slips and falls.
- All chemicals must be kept in the Laundry area and locked. Staff with keys will only be able to retrieve the chemicals for use when required.

List of Potential Hazards

Items need to be:

- Safe to touch
- Unable to be swallowed – or non-harmful if swallowed
- Unable to cause strangulation
- Safe to fall over, from, on, into or against
- Safe to get into or onto

We always consider the way children play and think when assessing hazards from their perspective. We use our imagination when assessing the centre and its resources for hazards – children are inventive, so you need to be too.

It is also important to remember that our service is not only a learning environment for children – but a working environment for adults. Always keep this perspective in mind when assessing the service for potential hazards.

The general environment needs to be supportive of good health – this includes noise, temperature, space and general aesthetic considerations.

POTENTIAL INSIDE HAZARDS License 1 & 2				
Area	Potential Hazard to Look For	OK	Hazard	Significant Hazard
Floors	Free of trip, slip, fall hazards	★		
	Free of protrusions, power plugs, nails etc	★		
Exits	Enough exits for escape in an emergency	★		
	Emergency exits clearly marked	★		
	Exits not blocked, locked	★		
	Child-proof catches installed and operational, where needed	★		
Passages	At least 850 mm wide (NZ Building Code)	★		
	Clear and unobstructed (nothing stored in passage ways)	★		
	Used for the purpose it was designed for	★		
Lighting	Work areas adequately lit	★		
	Light fittings are safely secured to walls	★		
	Light fittings are clean and covered	★		
	Emergency or security lighting is operational	★		
Heating	Heaters are childproof – poking items in or operating controls	★		
	Nothing on or near heaters that is flammable	★		
	Heaters at safe temperature – safe to touch if in reach	★		
	Is room warm enough at low level (e.g. on the mat)? Should be at 16 deg between 0.5 and 1.0 m off floor	★		
Ventilation	All areas have good ventilation	★		
	Open windows not a hazard for passing heads	★		
Noise	Acceptable noise levels when children are inside	★		

	Acceptable noise levels for staff in the office	★		
Rubbish	Bins are not obstructing movement around service	★		
Disposal	Bins are regularly emptied and cleaned	★		
	Sharp objects or body fluids disposed of safely	★		
Office	No dangling or trailing cords	★		
	No unrestrained high storage areas	★		
	Correct ergonomics for desks and seating	★		
Stacking	Passages unobstructed	★		
Storage	Furniture secured against earthquakes	★		
	No unsafe items at high levels	★		
	No shelves overloaded	★		
	Items stored out of child reach where necessary	★		
	Earthquake restraints where necessary (e.g. fish tank, stereo, microwave etc)	★		
Electricity	No bare, broken or worn wires or cables	★		
	No overloaded sockets	★		
	Safety caps in all unused sockets	★		
	Portable appliances have a current test certificate	★		
	No dangling or trailing power cords	★		
Emergency	Emergency alarms working	★		
	Smoke detectors working	★		
Fire	Extinguishers available – staff know how to use them	★		
Protection	Hoses available – staff know how to use them	★		
	Clear access to equipment	★		
	Drills carried out regularly and records kept	★		
First Aid	Located and locked as required	★		
	Stocked as required	★		
	Medicines stored appropriately and securely. Kept separate from First Aid	★		
Equipment	PCs safely located and correctly installed	★		
	Photocopiers/printers adequately ventilated	★		
	Telephone operational	★		
	Guillotines etc stored and used safely	★		

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Substances	Cleaning fluids safely stored	★		
	Kitchen and laundry items safely stored	★		
	Any other chemicals stored safely	★		
Kitchen	Child-proof door operational	★		
Laundry	Child-proof catches installed and operational, where needed	★		
	Knives and other implements out of child reach	★		
	Cups/plates in good condition – no cracks etc	★		
	Hygiene practices for children’s drinking water	★		
	No dangling or trailing cords	★		
	Rubbish bin secured with a lid, regularly emptied and cleaned	★		
Water	Drinking water is safe	★		
	Hot water is between 40 – 60 degrees	★		
Toilets	Clean and tidy	★		
	All fittings secure	★		
	Floor clean and dry	★		
	Water at correct temperature	★		
	Appropriate disposal for nappies	★		
	Nappy changing facilities are appropriate and secure	★		
	Mirrors safe	★		
Furniture	Well maintained and in working order	★		
	No protrusions – rounded table edges	★		
	Earthquake restraints where necessary	★		
Earthquake	Are furniture and fittings resecured whenever layout is changes	★		
	Pictures or wall displays secured	★		
Play	Family play area	★		
Equipment *	Puzzles	★		
	Painting	★		
	Books/library area	★		
	Dress-ups	★		
	Blocks	★		
	Music area	★		

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	Science and maths area	★		
	Collage and junk construction area	★		

Daily Hazard Checklist

This checklist template for hazard checking for children could be modified to include any workplace hazards to all people that should be considered on every day of operation. The person completing the checks should initial the boxes.

DAILY HAZARD CHECKLIST		Week Beginning:						– License 1 & 2	
Items to Check	Mon	Tue	Wed	Thu	Fri	Hazard noted	Notes		
						Action needed			
Gates/Fences									
Rubbish/Animal droppings									
Sandpits									
Staircase									
Mobile equipment									
Poisonous plants, weeds									
Water hazards									
Rubbish bins									
Electrical sockets									
Hazardous substances									

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Kitchen/Toilets							
Inside play area							
Electrical hazards							
Chemical hazards such as cleaning materials and disinfectants in the Nappy Change Area							
Chemical Hazards in Laundry							
Vandalism, dangerous objects, foreign materials (broken glass)							
Access to exits and fire equipment							
Bodies of water							
Hazards from any building or repair work							
Windows/areas of glass							
Others...							
Checked and signed by:							
Date:							

