

## HEALTH AND SAFETY POLICY AND PROCEDURE

### PURPOSE

To ensure that Napier Music Academy Programmes comply with Oscar Standards (section 25-27 of the Social Security [childcare assistance regulations 2004])

To ensure that Napier Music Academy Programmes comply with Health and Safety in Employment Act 1992 and the Health and Safety in Employment Act Amendment Bill 2002

To ensure adequate care and a safe environment is consistently provided for the children, their families/ whanau, staff and the Company (Primary Learning Programmes Limited)

To ensure an injury prevention approach is taken through hazard management processes and through monitoring and management of health and safety practice and compliance.

To ensure safety when managing food

### SCOPE

- Before School Program
- After School Program
- School Holiday Program
- Parents/ whanau
- Contractors and sub-contractors
- **Delegated authority** is with all staff

### POLICY

- Managing health and safety is a continuous improvement process (including regular review and evaluation) that occurs as part of the day to day running of the Napier Music Academy Programs and is undertaken in partnership with all staff.
- All injuries, accidents or incidents are reportable events and are to be recorded using the incident/ accident reporting system
- Hazard management is the process of identifying and assessing hazards for the risk they pose. Hazard management also includes developing, documenting and implementing controls to reduce the risk the hazards pose and to ensure the controls are effective. Every site must maintain a register of the hazards in that area (refer to Hazard categories under Definitions within this policy)
- The health effects of second hand smoke are well known. The growing awareness of the link between tobacco smoke and serious illness has led to the realisation that second-hand smoke is a significant health and safety hazard. As a result, all employers are now required to ensure that workplaces comply with the Smoke-free Environments Amendment Act, 2003
- The Health and Safety Act takes precedence over other Acts such as the Smoke-free Environments Act, and does not permit employees and others (visitors, clients, volunteers, contractors, students etc) to consent to being exposed to hazards such as second hand smoke.
- The Health and Safety in Employment Amendment Act requires employers to identify "significant hazards" and "take all practicable steps to eliminate" such hazards and "ensure that no action or inaction" harms employees and "any other person".

- The Centre Supervisor is responsible for:
  - Ensuring all Company policy and procedure is followed to minimise risk of harm
  - Ensuring any employee/ volunteer not sufficiently instructed and/ or trained in Health and Safety is supervised by an employee who is trained in Health and Safety
  - Undertaking a daily check of the environment using the safety checklist (Appendix)
  - Ensuring the correct use of appropriate safety equipment and any protective clothing
  - Determining the significance of any identified hazard and implement controls to manage the hazard(s); eliminate, isolate and/ or minimise the hazard
  - Maintain an up to date Hazard Register and store all records securely
  - Communicate to employees and volunteers the results of any monitoring of hazards and any subsequent actions taken or to be taken
  - Escalate to the Manager any events resulting in harm and/ or any events where advice is required. If serious harm occurs (Refer to Definitions in this policy of harm and serious harm) immediate notification to the Manager is required
  
- The Manager is responsible for
  - Providing safe practice information and ensuring adequate training is available for employees and volunteers
  - Supporting the Centre Supervisor in the management of hazards and provide professional advice on all matters related to Health & Safety
  - Monitor compliance with the Health and Safety policy and procedures
  - Monitor program wide trends and risks and develop recommendations for improvement
  - Ensure any serious harm events are notified to the Company Director immediately
  - Ensure reporting to the Company Director is timely and accurate on any issues and actions taken in relation to Health and Safety
  
- The Company Director is responsible for
  - Supporting the Manager in the management of all matters related to Health & Safety

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- Ensuring that all employees have an Individual Employment Agreement in place, all Volunteers have a Volunteer Agreement and contractors/ sub-contractors maintain a safe and healthy workplace by way of contractual agreements
- Ensuring that all policy and procedure is reviewed in a timely manner
- Ensure any serious harm events are notified to the Department of Labour using the standard form found in the appendix of this policy
- All staff and volunteers are responsible for;
  - Acting safely to avoid injury to themselves or any other person and following the Risk Assessment and Management Plans for activities (RAMS)
  - Being familiar and aware of the specific hazards of their normal workplace and the hazards in other areas where they may be working
  - Making others aware of hazards (children, parent(s)/ Guardians, visitors, contractors etc)
  - Observing and practicing safe work methods and complying with the use of safety equipment and clothing
  - Making any unsafe situations safe immediately or, if unable to, reporting this to the Manager (Centre Supervisor, Manager or Company Director) including unsafe work condition, equipment or identified hazard
  - Reporting any work accident or injury. This is to be followed by appropriate documentation using the accident/ incident reporting system
  - Participating in the monitoring of workplace hazards, safety and employee's health status
  - Understanding that failure to follow safe work practices **may** be grounds for implementation of an investigation

## PROCEDURE

### Management of hazards

- On commencement of any new service/ centre a hazard register must be completed by the Centre Supervisor for that new service and all staff orientated to the hazards and subsequent controls
- The Centre Supervisor is responsible for ensuring the hazards are controlled to prevent harm, using the **Eliminate, Isolate** or **Minimise** principle from the Health and Safety in Employment Act 1992. The first option is to **eliminate the hazard**. If this cannot reasonably be done, the next response will be to **isolate** or **minimise** the hazard so that the likelihood of harm being caused is lessened and employees, volunteers, children parent(s)/ Guardians and visitors, including any contractors are protected

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- Once hazards have been identified within each area their significance is determined by the Centre Supervisor (highly significant, moderately significant or low significance). The significance relates to the likelihood of the hazard being realised and the subsequent consequences if the hazard is realised in relation to potential harm e.g:
  - high likelihood of occurring or is evident with high potential harm would be of high significance
  - high likelihood of occurring or is evident but low potential harm if it occurs would be of moderate significance
  - Low likelihood of it occurring and low potential harm if it occurs would be of low significance
  - Low likelihood and high potential harm/ serious harm if the event was realised would be of high significance
  - The subsequent actions of eliminating, isolating or minimising can then be applied accordingly.
- If a new hazard is identified during the course of the program the Centre Supervisor will ensure that the hazard is recorded in the hazard register and the new hazard is communicated clearly to all staff, children and any visitors
- The hazard register for each centre must be reviewed and updated regularly by the Centre Supervisor and as a minimum reviewed annually including both the register and the environment

#### **Accident/ Incident reporting and review**

- Accurate, timely and consistent reporting and managing of all incidents and accidents (events) is critical to ensuring a safe working environment for all employees, volunteers, children and visitors.
- Accurate, timely and consistent reviewing of accidents and incidents ensures that risk of a reoccurrence of avoidable events is minimised and there is continuous improvement in the quality of the service provided by Napier Music Academy programs
- The accident/ incident reporting form is to be completed by the person(s) directly involved, the person who first discovered the event, or the person first notified
  - Only one person is to write on a form
  - Reports must be factual, brief, concise, non-judgmental, objective and legible.
  - All questions must be answered or noted 'N/A' (not applicable).
  - Do not use correction fluid on the forms
  - Sign and date any material that is added to the form.
- The investigation of incidents is the responsibility of the Manager and all reported events are investigated to a level that reflects the seriousness of the potential risk of harm/loss or the actual harm/loss, and the likelihood of recurrence

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- All staff members who have first knowledge or involved directly must be involved in the review. Their observations alongside the accident/ incident report form will be requested by the Manager. For high and moderate significant accidents/ incidents this will be in writing and for low significance events this may be collected verbally or in writing at the Managers discretion
  - The investigation will identify causative factors, and make recommendations to prevent the event's recurrence or minimise the possibility of recurrence
  - The accident/ incident review form is to be completed after the investigation and include a plan which specifies the actions required or taken, the name of the person responsible for the action and the timeframe for implementing the recommended action
  - The investigation and review of events deemed to be of high or moderate significance must be completed within three working days of the event occurring. For low significance events the review must be completed within 5 working days
- All staff are responsible for
    - Managing the immediate situation to ensure the safety and wellbeing of all involved in the accident/ incident
    - Participating in accident/ incident reporting and reviews as required, contributing to service improvement activities as a result of accidents and incidents and attending any training deemed necessary as a result of an accident/ incident
- The Centre Supervisor is responsible for;
    - Supporting and/ or actively managing the immediate situation to ensure the safety and wellbeing of all involved in the accident/ incident
    - Ensuring the accident/ incident forms are completed appropriately, ensure all documentation has been compiled and a copy sent immediately to the Manager. The original copy is to be filed on site
    - Ensuring implementation of all recommendations following the review of an incident
- The Manager is responsible for;
    - Investigating and reviewing all accidents and incidents within the required time frames in conjunction with all staff involved, using the Accident / Incident review form. The Manager oversees the implementation and review of all recommended actions to be carried out by the Centre Supervisor
    - On receipt of the accident/ incident report decide if any further action is required and liaising with the Centre Supervisor to instruct them.

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- Ensuring all accidents and incidents are trended quarterly to identify any patterns that may result in a service improvement initiative and/ or identified training that may be required for all or some staff and undertaking to discuss these with the centre Supervisor and/ or the Company Director as required

### **Smoke Free**

- Adequate signage is to be displayed to indicate that all Napier Music Academy environments are smoke-free. This will be made clear to parent(s)/ Guardians at time of enrolment
- All employees and volunteers are responsible for:
  - Familiarising themselves with the requirements of a smoke free environment at Napier Music Academy programs
  - Complying with the terms of this policy and with relevant legislation
  - Informing parent(s)/ Guardians, visitors and contractors of the smoke free policy at Napier Music Academy as required.
- Primary Colours Learning Programs accepts that staff, clients, family, contractors and visitors may choose to smoke. Any-one wishing to smoke will be required to leave the premises and under no circumstances are employees or volunteers to smoke in direct sight of the children and outside of their approved breaks
- Any complaints regarding smoking in the work environment are investigated and resolved in accordance with the Complaints Procedure and/ or the Human Resource Management Policy and Procedures

### **Food Preparation**

- The Centre Supervisor is responsible for planning and purchasing food supplies for morning, afternoon tea and any lunch items as per the Program Development Policy. The Supervisor is also responsible for ensuring that the afternoon tea is stored, prepared and delivered to the children as planned and with regard to safe food practices
- Hazards in food:
  - Microbiological hazards; Any bacterium, virus, or protozoan that is capable of causing illness and that grows or may be carried in food; examples include, Campylobacter, Listeria, Salmonella and Giardia
  - Chemical hazards include; disinfectants, detergents, cleaning compounds. Hazards naturally present in food such as green potatoes, toxins in legumes.
  - Physical Hazards; Objects that get into food e.g. glass, metal fragments etc. Other contaminants such as hair or insects.
- All food will be purchased from reputable suppliers and will include ensuring;
  - Food is within the use-by date

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- Is not in damaged, dented, swollen or leaking cans, containers or other packaging
  - Food that seems spoiled e.g. mouldy or discoloured products will be discarded
  - No high-risk chilled and frozen foods that have been left out of the fridge and freezer will be used
  - Hot food should not be 'steaming hot'
  - Ready-to-eat foods will not be left uncovered
- All food storage will include
    - Food not stored past its use-by date
    - High-risk chilled food will be kept in the fridge
    - Frozen foods will kept frozen hard until used
    - Food will be stored in clean, non-toxic, food storage containers
    - Food will be covered in leak-proof containers with tight-fitting lids or wrapped in foil or plastic film
    - Cooked foods will be stored separately from raw foods
    - Meat, chicken or fish juices must not leak onto other products
    - Raw meat, seafood and chicken is kept in sealed or covered containers at the bottom of the fridge
    - Left-over's are discarded, not stored
    - Food is not stored in opened cans
- Preparation and cleaning up pre and post food
    - You will not prepare food if you are feeling unwell
    - You must wash hands thoroughly in warm, soapy water for at least 30 seconds: Before preparing food; and after handling raw meats, chicken, seafood, eggs and unwashed vegetables
    - You must dry your hands with clean tea towels
    - You must cover all cuts or wounds on hands with waterproof wound-strips or bandages
    - You will clean utensils thoroughly between use with raw foods and ready-to-eat food and rinse all fruits and vegetables with clean water before use
    - Do not permit any animal in or near the food preparation or serving areas

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- Report all sightings or suspicions of pests and vermin in or around food preparation and storage areas to your manager (Centre Supervisor/ Manager). Isolate food preparation and storage areas away from suspected vermin/pest contamination until appropriate management action is taken.
- If available, use a dishwasher and clean and dry the following items with hot soapy water and ensure fresh clean tea-towels are used
  - o All cutting-boards
  - o Knives
  - o Pans

In the absence of a dishwasher use hot soapy water and clean fresh tea towels

- Ensure all children follow the above instructions if they are assisting with food preparation and ensure each child washes their hands before eating

### **Management of blood/ body fluids**

- Using these basic principles, the management of spills should be flexible enough to cope with different types of spills, taking into account the following factors:
  - the nature (type) of the spill (e.g. vomit, faeces, urine, blood) and the pathogens most likely to be involved in these
  - the size of the spill (e.g. spot [few drops], small [less than 10cm] or large [ greater than 10cm])
  - the type of surface (e.g. carpet or impervious flooring)
  - the location involved i.e. whether the spill occurs in a contained area (e.g. toilet) or in a public or community setting
  - whether there is any likelihood of bare skin contact with the soiled (contaminated) surface
- When managing any blood or body fluid spills standard precautions apply, including use of personal protective equipment e.g. disposable gloves as applicable
  - Spills should be cleared up before the area is cleaned (adding cleaning liquids to spills increases the size of the spill and should be avoided)
  - Standard cleaning equipment, including a mop and cleaning bucket and cleaning agents, should be readily available for spills management and should be stored in an area known to all and away from the children
  - Appropriate leak proof bags and containers for disposal of waste material
  - Care should be taken to thoroughly clean and dry areas where there is any possibility of bare skin contact with the surface (e.g. on a couch).
  - Where a spill occurs on a carpet, shampoo as soon as possible. Do not use disinfectant
  - Spots or drops of blood or other small spills (up to 10cms) can easily be managed by wiping the area immediately with paper towelling and then cleaning with warm water and



detergent followed by rinsing and drying the area. Dry the area as wet areas attract contaminants

- Where large spills (over 10cms) have occurred in a 'wet' area, such as a toilet area, the spill should be carefully washed using copious amounts of water
- It is generally unnecessary to use bleach for managing spills but it may be used if deemed appropriate and necessary
- Hands should be washed and dried after cleaning up spills

## **Cleaning**

- The standards of cleanliness in the Napier Music Academy Programs will minimise the risk of hazards and will be seen to positively contribute to the quality of the service delivered to the children, their families/ whanau
  - The daily cleaning roster is to be posted on a prominent display board or wall at each centre. This includes all the tasks to be completed on a daily basis. All staff are expected to contribute to the cleaning rosters as requested by the Centre Supervisor
  - Once each task has been completed it is ticked off and initialed by the person who has completed the task. The Centre Supervisor must ensure that all tasks have been completed and the roster ticked
  - At the end of the week the Centre Supervisor must check the daily roster to ensure all the tasks have been completed for that week and also signs of that all tasks have been completed
  - Some tasks are undertaken monthly. When these tasks have been completed they need to be ticked and initialed by the person who has completed the task. These are overseen by the Centre Supervisor
  - The supply of cleaning products is checked by the Centre Supervisor monthly to ensure adequate supplies. For new supplies, follow the Management of Supplies Policy or the Petty Cash Policy.

## **Care of equipment**

- All equipment is to be kept clean and well maintained to ensure children's safety
- All Staff are required to ensure that equipment is cleaned regularly for children's health and wellbeing, and all equipment must be cleaned before returned to storage
- Equipment must be checked before use for any damage. All Staff must notify their Centre Supervisor if any of the equipment they have used is damaged, has missing or damaged pieces. Damaged or broken equipment must be removed and reported to the Manager. These items will be replaced using the Supply Management Policy (depending on availability)
- All equipment must be stored appropriately to maintain it in good order

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## Animal Care

- Napier Music Academy programs recognise the opportunities (for study, education, activities) that arise from children observing, handling and caring for a range of animals including the importance of caring for animals and the responsibility this involves
- A time of enrolment parent(s)/ guardians will be asked to identify any animal related allergies that children may have, or of previous issues between children and animals, i.e. that may result in fear
- Napier Music Academy recognises its legal obligations to protect and care for animals in its care or in a visiting capacity. Before staff members introduce any animals into the programs permission must be granted by the Manager. The Manager is responsible for obtaining a history of the animal to ensure that it is safe to be handled or in and around children or adults
- Parents of the child in care may request for any dog or other animal to be removed while their child is participating in the programs if they are not comfortable with the animal. This must be agreed upon by both parties
- All animal/bird droppings must be removed from areas of play
- All efforts must be made to keep all surfaces clear of animal hair
- Any animal that is sick or injured must be handled in appropriate manner and appropriate veterinary advice sought
- Animals and cages must not be placed on food preparation areas
- Children will always be taught how to treat and care for animals appropriately. All living creatures at any program will be treated with care and respect and will ensure that the animals will be provided with their five basic needs (sometimes described as the five freedoms):
  - Freedom from thirst, hunger and malnutrition (including weekends and holidays)
  - Freedom from discomfort and lack of shelter (being provided with appropriate cages and containers that are properly ventilated and hygienic and do not allow exposure to extremes of noises, draughts or sunlight)
  - Freedom from injury, disease and parasite infection
  - Freedom from distress (through poor handling)
  - Freedom to display their normal patterns of behaviour
- If appropriate care and facilities cannot be provided, animals will not be kept at locations and centres. Native animals will not be kept at any location

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**First Aid**

- One staff member present (depending on activities and as per OSCAR standard ratio’s) must be trained in First Aid and hold a current First Aid Certificate. This is the responsibility of the Manager in liaison with the Centre Supervisor
- Each centre will hold a comprehensive First Aid Kit as part of the set up of the program. The Centre Supervisor is responsible for maintaining the First Aid Kit. The First Aid Kit is to be checked weekly to ensure supplies are adequate using the standard check list (Appendix). In the case of a major event where the First Aid kit has been exhausted it should be replenished immediately or as soon as is practical
- Please also refer to Child Safety Policy in regards to Excursions

**Stress Management**

- Please refer to the HR Management Policy

**AUTHORITY TO ADMINISTER**

1. **All staff as delegated**

**DEFINITIONS**

**Harm**

As defined in the Health and Safety in Employment Act Amendment Bill 2002, harm:

- (a) means illness, injury, or both; and
- (b) includes physical or mental harm caused by work related stress

**Harm (serious)**

As defined in the Health and Safety in Employment Act 1992, First Schedule:

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing
- Amputation of body part
- Burns requiring referral to specialist registered medical practitioner or specialist out patient clinic

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- Loss of consciousness from lack of oxygen
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence

**Hazard**

As defined in the Health and Safety in Employment Act Amendment Bill 2002:

- (a) an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- (b) includes a situation where, for example, because of physical or mental fatigue, a person may be an actual or potential cause or source of harm.

**Categories of Hazards**

<b>BIOLOGICAL - Exposure to infection</b>		<b>PHYSICAL - earthquake, fire, water, noise etc</b>	
	Airborne infection and contagious disease		Ventilation
	Blood and body fluid exposure		Earthquake hazards
	General hygiene/ house keeping		Electrical
	Pests		Emergency procedures
	Waste/ dirty linen		Fire hazards
<b>CHEMICAL - Exposure to gas, dust, chemicals etc</b>			Temperature/ burns
	Dangerous goods		Lasers
	Pharmaceuticals/ drugs		Lighting/ glare
	Dusts		Noise
	Cleaner/ disinfectants		Personal protective equipment
	Heavy metals (mercury, lead etc)		Radiation
<b>ERGONOMIC - Manual handling / mechanical</b>			Water/ leaks/ floods
	Access/ egress	<b>STRESSORS - overwork, staffing issues etc</b>	
	Housekeeping		Area security
	Lifting/ manual handling		Behaviour
	Objects/ environment		Overcrowding
	Equipment		suitability of work environment
	Ergonomics		Overtime hours
	Storage/ shelving		Information - storage/ handling/ privacy
	Tools		Nature of job
	Slipping/ tripping hazards		Staffing issues/ workload
	Desks/ admin workspace		Morale
	Equipment		Personal aggression/ violence
	Ergonomics		

**Accident:**

An unexpected and undesirable event resulting in damage or harm

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**Incident:**

A definite and separate unplanned occurrence; an event (physical, psychological, spiritual or cultural causing some distress to any person or which results in loss, damage or risk)

**Appendix;**

1. Daily safety check list
2. Form; Notification of Serious Harm- Department of Labour
3. Hazard register template
4. Accident-Incident reporting form
5. Accident-Incident review form
6. Cleaning rosters
7. First Aid Box Check list

**Cross referenced policies**

- All Kid unplugged policy and Procedure

**Other Cross referenced documents**

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**DAILY SAFETY CHECK LIST**

Check item	Mon	Tue	Wed	Thu	Fri
	Signature	Signature	Signature	Signature	Signature
Outdoors and playground					
Indoors					
Toilets					
Kitchen					
Equipment for the activities in good repair					
Cleaning equipment away					
Any other hazards eliminated, isolated or minimised					
Rules for activities explained to children					
Other					

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*Appendix Two; Form; Notification of Serious Harm- Department of Labour*

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## Hazard Register

**Location .....**

**Date developed .....**

**Review date .....**

<b>Hazards</b>	<b>High, Mod or Low risk</b>	<b>Describe Harm that could occur</b>	<b>Is it a significant hazard (yes/ No)</b>	<b>Eliminated Isolated minimised</b>	<b>Control actions</b>

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**ACCIDENT- INCIDENT REPORTING FORM**

<b>To be completed for ALL Events</b>	
<b>SECTION</b>	<b>DETAILS</b>
<b>1. When did the event happen?</b>	
<b>2. Where did it happen?</b>	
<b>3. Describe the event. What led up to it? What happened?</b>	
<b>4. Describe immediate actions taken. What was done?</b>	
<b>5. At the time of reporting what changes what action was taken?</b>	
<b>6. How might this event have been avoided?</b>	
<b>7. Other people involved in event (include witnesses)</b>	
<b>8. People notified</b>	
<b>9. Name and signature of person completing this report</b>	

**ACCIDENT- INCIDENT REVIEW FORM**

<b>To be completed for all events</b>	
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SECTION	DETAILS
<b>1. Incident details</b>	
<b>2. Details of reviewer completing this form</b>	
<b>3. Resources accessed during your investigation</b>	
<b>4. Causative factors</b>	
<b>5. Describe your findings from the investigation</b>	
<b>6. Describe the actions you have taken</b>	
<b>7. Recommended actions (what, by whom, by when)</b>	
<b>8. Name and signature of person completing this report</b>	

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**Bathroom**

*Appendix six ; Cleaning*

*rosters*

Days of the week	Toilet cleaned	Sinks cleaned	Floors Swept	Empty Rubbish Bins	To
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
	<b>Mop Floors</b>				
<b>Week Ending</b>					

**Kitchen and office area**

Days of the week	Dishes Done	Wipe Surface Areas	Floors swept	Empty rubbish bins	T-cl
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
	<b>Mop Floors</b>	<b>Take Dirty Washing</b>	<b>Clean Fridge</b>		
<b>Week Ending</b>					

**Class Room area**

Days of the week	Wipe all surfaces	Tidy tables & Chairs	Empty Rubbish Bins	Electrical Items	O re
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
	<b>Vacuum Area</b>				
<b>Week Ending</b>					

*Appendix seven; First Aid box checklist*

**First Aid Kit Check List**

Item	Date checked	Signature	Date checked	signature	Date checked
Assorted plasters					
Assorted gauze (non sterile)					
Sterile gauze					
No stick sterile pads					
Triangular bandages					
Sterile eye pads					
Disinfectant					
Disposable gloves					
Antiseptic wipes					
Scissors					

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Bowl (stainless steel)					
Tweezers					
Safety pins					
Snap lock plastic bags					
Glad wrap					
First Aid Manual					

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