

# Safety Policy

## Purpose

At Peak Sports and Learning we understand that children’s health and safety is an essential part of children’s growth and development and requires policies and procedures in place to ensure a high standard of safety and minimize accidents and injuries at Peak centres. Safety Hazard checks are carried out on a regular basis on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. This is recorded in the QIP Centre Diary to show any issues and solutions. Staff safety is also of the upmost importance and Work Health & Safety guidelines are to be followed by all staff and visitors at all times.

## Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
National Regulation 168	Quality Area 2- Children’s health and safety Elements: 2.1, 2.2, 2.2.1, 2.2.2, 2.2.3  Quality Area 3- Physical Environment	Child Protection Policy  Excursion & On-site Activity Policy  Health, Hygiene and Cleaning Policy	Education and Care Services National Act 2010  Working with Children Act (NSW)  The Charter of Human Rights and Responsibilities Act 2006 Family Law Act 1975

## Procedures

At Peak Sports and Learning we are committed to making sure that Safety checks are carried out on the premises, indoors and outdoors, and all equipment to ensure the safety of our children and educators.

All staff should be constantly aware of their surrounding environment and monitor safety at all times.

## General Safety

- All areas of the school will be maintained in a clean and tidy manner.
- Pathways and floor spaces where appropriate will be kept clear and safe from trip hazards.
- Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum.
- Educators will post simple warning signs around the school where potentially dangerous substances or items are stored.
- The school will provide parents with written information about accident prevention, safety and safe storage of potentially dangerous products and items in the home.
- Children will not have access to water play activities unless under supervision by educators

- Educators will be aware of the need to place themselves in positions which allow good supervision of the play areas and children.
- Children will not be permitted to play on fences or gates, play with locks on gates, or throw sand or water.
- Children will be appropriately dressed. In conjunction with our Sun Protection Policy, children must wear clothing and hats in line with sun safe standards. Children must wear enclosed shoes whilst in care with toes covered for safety in sports and general play.
- No child will be allowed to leave the premises without an authorised adult.
- Workplace, Health and Safety (WHS) is a standard item on director meetings.
- All Responsible Persons are required to have approved up to date First Aid, Asthma and Anaphylaxis training. This training is paid for by Peak Sports and Learning. There will always be at least one educator on site with current approved first aid qualifications.

### **Risk Assessments**

Peak Directors carry out written risk assessments prior to excursion bookings. These are regularly reviewed and cover potential risks to children, staff and visitors to the service.

All staff are trained in the risk assessment process to ensure understanding and compliance. All excursions away from the centres are individually risk assessed.

Risk assessments document identified hazards, who may be at risk, controls and safety measures in place, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?

### **Electrical Equipment**

All electrical cables are kept out of the reach of children, shielded by furniture and clipped in place wherever possible.

Electrical equipment is tested and tagged annually to ensure and regulate equipment functionality. This is carried out by a qualified electrician.

### **Dangerous substances**

All dangerous substances including chemicals MUST be kept out of children's reach. All substances must be kept in their original containers with their original labels attached. Where possible environmentally friendly less harmful products will be purchased. These items will be stored in tubs and clearly labelled out of reach of children.

### **Transport and outings**

The arrangements for transporting and the supervision of children when away from the centre is carefully planned. The centres will have a comprehensive documented running sheet relating to outings, which incorporates all aspects of health and safety procedures.

Peak has its own fleet of buses. These buses are regularly serviced and maintenance records are kept to ensure their safety.

### **Water supplies**

A fresh drinking supply is available and accessible to all children, staff and visitors at all times through school bubblers and Peak's own supply of beverages. Children are encouraged to remain hydrated.

All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C. This is a part of the schools/Lessor's responsibility.

### **Toys and Equipment**

Equipment purchased will be checked for safety.

Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children. Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use until they are repaired. Toys and equipment will be cleaned regularly with disinfectant.

Toys and equipment will be put away when not in use.

Potentially dangerous items used with the children e.g. knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately.

All outdoor equipment will comply with current Australian Standards and the child care regulations.

When setting up the playground environment educators members will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall, the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways.

As Peak Sports and Learning leases premises from the Department of Education or Private Schools, it is the Lessors responsibility to ensure the premises is sprayed annually by a professional pest controller (cockroaches, spiders etc).

In conjunction with the School, the service will ensure there is adequate access to shaded areas through COLAs, shade sails, large trees and awning. Trees and shrubs found to have low or dangerous branches will be pruned to ensure safety for all.

### **Road Safety**

Parents will be encouraged to:

Remove their child from the car door on the footpath side of the road (the safety door side).

Always hold their child's hand when crossing the road.

Drive within the speed limit for this area and the roads surrounding the OSHC and to watch for pedestrians.

Not double park cars.

Always use approved child restraints when traveling in cars.

### **Building, Furniture, Fittings, Fencing and Gates**

The building will be maintained in good working order by the school/lessor. The school will be kept clean and tidy. Floors will be smooth and even with non-slip surfaces. Paint on walls will be maintained in a reasonable and safe condition to ensure children have no access to old paint.

Furniture and fittings will be kept in good condition, cleaned daily and will be suitable for the age group of the children using it e.g. the height and size of tables, chairs, shelving, toilets, basins.

Shelving or cupboards will be secure. Chair legs will have secure legs with rubber caps at base. Table tops will have rounded corners.

Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards and not placed near windows or glass.

## Fixed Equipment

Fixed equipment may be used during the centre operating times.

Educators will follow safety strategies to minimize risk of injury whilst using equipment.

These include and are not limited to:

- Safety instructions made clear to all children.
- Equipment checked prior to use for any dangers/hazards and reported if necessary.
- Not being used in wet weather or following wet weather which could cause slipping or loss of grip.
- Checking equipment in hot weather, using good judgement if dangerously hot. In particular, metal handrails etc
- Consider age and abilities when supervising children on equipment
- Use equipment properly – e.g. slide feet first
- Avoid overcrowding

## Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	April 2019	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	April 2019	April 2020	Directors	Amendments to include reference to QIP daily hazard identification checks.
4	February 2020	May 2020	Directors	Moved to new document review timeline.
5	May 2020	May 2022	Directors	Small amendments to updated Risk Assessments and terms
6	May 2022	May 2024	Directors	Amendment to General safety rules and addition of fixed equipment safety strategies.