

Forest Hill Community Preschool Inc.

SECTION 3. SAFETY.

MAINTENANCE POLICY.

AIM:

To provide a safe, clean and hygienic environment where equipment, furnishing, buildings and grounds are well maintained.

PROCEDURE'

- Both the indoor and outdoor environment will be checked daily and monitored for potential safety or health hazards.
- Staff are to attend to any hazards immediately and to report any maintenance problems to the Director or committee.
- Major maintenance problems will be brought to the attention of the committee.
- Safety checks are to be done at the last week of each term
- Both fridges are to be emptied and cleaned and if necessary defrosted during the last week of each term and left turned off during the Christmas break. The microwave and stove are also to be cleaned once a term.
- A list of maintenance tasks is kept in the folder at the sign in desk. Any one can record any maintenance they feel needs attending to. Each task is to be signed on completion.
- Safe and environmentally friendly pest control is to be engaged annually to eradicate spiders and vermin.
- The garden should be maintained and grasses and bushes kept trimmed to prevent hiding places for snakes.
- The alarm system is to be checked and serviced regularly

Maintenance of Fire Equipment:

- The fire protection equipment is to be checked and serviced regularly.
- Access to fire fighting equipment is to be kept clear.
- A hose fitted with a nozzle is to be kept attached to the tap outside.
- Staff are to be familiar with the use of fire fighting equipment.
- Store rooms are to be kept neat and tidy.
- Excess paper and equipment are to be removed.

Forest Hill Community Preschool acknowledges Community Child Care Cooperative for the use of their sample policies when revising and rewriting our Policies.

The National Regulations do not specify how often policies should be reviewed but Policies will be reviewed as regulations/ legislation or circumstances change or arise and kept in line with the industry or the Preschool and with current research and contemporary views on best practice.

Date Adopted: 2nd August 2000

Date Reviewed: July 2013

Due for review: July 2014

Forest Hill Community Preschool Inc.

Children's Health & Safety- Quality Area 2 .

CARE OF PRESCHOOL PETS.

- The food and water for the Preschool pets is to be kept out of reach of the children
- Children are shown the correct way to handle the pets and are to wash their hands after handling the pets
- Staff are to ensure that the Preschool pets are well fed and have fresh water and are healthy in appearance and that their cage/tank or living areas are kept clean and well maintained. This may involve organising a roster of volunteers for the holiday periods.
- Fences are to be maintained to prevent stray animals from entering.
- The farm animals are to be kept, in the back area of the Preschool which is inaccessible to the children. The children may have access to the lambs, in the playground under adult supervision.
- The children may go into the gazebo and chook yard under adult supervision and should wash their hands after handling or helping to feed the preschool pets or collecting the eggs.
- The chooks can have free range of the animal yard beside the chook yard but should have wings clipped to prevent them from entering the playground.

Forest Hill Community Preschool acknowledges Community Child Care Cooperative for the use of their sample policies when revising and rewriting our Policies.

The National Regulations do not specify how often policies should be reviewed but Policies will be reviewed as regulations/ legislation or circumstances change or arise and kept in line with the industry or the Preschool and with current research and contemporary views on best practice.

Date Adopted: 2nd August 2000

Date Reviewed: July 2013

Due for review: July 2014

SAFETY / HYGIENE.

BATHROOM ROUTINE:

- Staff are to limit the number of children in the bathroom at any one time.
- One staff member is to supervise the children in the bathroom and to be available to assist children. Staff are to encourage independence of pulling up and down pants, wiping bottoms, undoing pants and zippers and washing and drying hands.
- Any spills are to be mopped up and then dried immediately.
- Toilets and bathroom are to be cleaned and disinfected daily
- Gloves are to be worn when dealing with urine or faeces.

GENERAL CLEANING:

- All toys (both indoors and outdoors) are to be washed with warm soapy water and (when possible) dried in the sun on a regular basis.
- Home corner dress ups and dolls clothes are to be washed on a regular basis
- Tables are to be washed down before and after each meal.
- Chairs and furniture are to be scrubbed regularly.
- Soiled clothes are to be rinsed and put in a (double)sealed plastic bag to return to home for laundering.
- gloves are to be worn when dealing with spilt blood which is to be cleaned up with a bleach solution of 1 part bleach to 10 parts water.

All cleaning products are to be stored in the back store room which is to be kept locked at all times with strictly no admittance by children

1. To wash hands as shown on the poster in the bathroom after toileting and before preparing or eating food. To dry hands under the dryer in the bathroom.
2. To keep noses clean by using the tissues supplied at the Preschool. Hands are to be washed after blowing or wiping noses.
3. Cover mouth when sneezing or coughing to prevent the spread of germs.
4. Don't share food or drinks and don't touch other people's food.

Forest Hill Community Preschool acknowledges Community Child Care Cooperative for the use of their sample policies when revising and rewriting our Policies.

The National Regulations do not specify how often policies should be reviewed but Policies will be reviewed as regulations/ legislation or circumstances change or arise and kept in line with the industry or the Preschool and with current research and contemporary views on best practice.

Date Adopted: 2nd August 2000

Date Reviewed: July 2013

Due for review: July 2014

Forest Hill Community Preschool Inc.

SECTION 3: SAFETY

CLEANING:

RESPONSIBILITIES OF STAFF

DAILY:

Wash up morning tea and lunch containers, plates, cups etc
Tidy kitchen and wipe down benches.
Wash any toys that children suck or mouth at the end of the day.
Wipe down tables before and after meals using lemon disinfectant (safe for this).
Wash and clean up paints/craft utensils and craft sink Use separate cloths for kitchen/food to cleaning up paints etc.
Sweep floor as necessary before and after meals.
Clean easels, smocks and home corner furniture.
General tidy up
Children's and the staff toilets are to be cleaned using disinfectant. The outside surface, including cistern, bowl and seat, lid hinges and inlet outlet pipes are to be cleaned as well inside bowl.
The walls of the toilet cubicles are to be wiped over
Hand basins and taps and hand dryer are to be cleaned and disinfected daily and door handles.
The bathroom, playroom lino and kitchen floors are to be swept then mopped.
The playroom, library and office carpet is to be vacuumed.
The lockers are to be wiped out
The bins are to be emptied and relined.
Spray and wipe (with disinfectant) over the beds/mattresses after rest time (if used).

Before leaving the premises:

Feed food scraps to rabbits or chooks
Large Garbage bins to be taken up to road on Wednesdays
bring in information pockets, and sign in sheets (checking everyone has been signed out), visitors book, emergency contacts folder, day book and program board. Lock up all doors and windows including back storage roller door, turn on answering machine, empty fees box, lock filing cabinet.
Check the premises that no child/ren are left and sign at the bottom of the children's sign in sheet
Set alarm
Lock front gate on the way out

WEEKLY:

Damp dust along tops of shelves, window ledges (remove any dead flies)
Clean windows as necessary
Clean away cobwebs inside and out as necessary
Vacuum and dust office and library/staff room.

Clean and wash toys as necessary on a rotational basis.
Tidy shelving, equipment and both inside and outside.
Sweep verandah as necessary
Clean out animals water bowls and refill with fresh water

Forest Hill Community Preschool acknowledges Community Child Care Cooperative for the use of their sample policies when revising and rewriting our Policies.

The National Regulations do not specify how often policies should be reviewed but Policies will be reviewed as regulations/ legislation or circumstances change or arise and kept in line with the industry or the Preschool and with current research and contemporary views on best practice.

Date Adopted: 2nd August 2000

Date Reviewed: July 2013

Due for review: July 2014

TERMLY

Clean stove fridge and microwave and kitchen cupboards. Clean windows.

Clean out back storeroom and back shed.

Clean out gazebo and chook yard and replenish with fresh hay.

Wash with warm soapy water both inside and outside toys/equipment on a rotational basis and dry in the sun

Sort toys equipment as necessary and throw out or fix any broken or unsafe equipment

At end of term turn off heating/cooling/water/electrical (computers, microwave etc)

AT THE END OF THE YEAR

All Chairs, tables and furniture are to be scrubbed

All areas (cupboards, shelving, storage, office) are to be cleaned and tidied.

All toys /equipment (including art/craft) to be sorted, tidied and cleaned.

Throw out any excess junk materials.

HEALTH & SAFETY CHECKLISTS QA 2 & 3

WEEKLY CLEANING TASKS or as required

- Lockers wiped & disinfected including top
- Fridge inside & top wiped
- Back storage tidy
- Back shed swept & tidy
- Animal areas cleaned fresh water & food
- Toys disinfected
- Windows and sliding doors are clean
- Library books and shelves tidy

TERM CLEANING TASKS or as required

- Library shelves and cupboards tidied & cleaned and disinfected
- Back store room tidied and cleaned and disinfected
- Stove cleaned
- Rotational cleaning of toys
- Blocks wiped and disinfected
- Back shed cleaned and tidied and toys disinfected
- Kitchen cupboards cleaned and tidy and disinfected
- Broken outdated or unused equipment/toys recycled or removed
- Office cleaned and tidied
- Bathroom cleaned and scrubbed (more thoroughly)
- Rubbish removed outside

END OF YEAR or as required

- As above
- Art work from wall removed and given to children
- Posters etc removed from work
- Excess collage materials/ books toys/ equipment recycled removed
- Walls wiped over
- Carpets cleaned professionally

HEALTH & SAFETY CHECKLISTS QA 2 & 3

Daily Tasks	Monday	Tuesday	Wednesday	Thursday	Friday
<p>ON ARRIVAL:</p> <ul style="list-style-type: none"> Bathroom mat is down Verandah clean (sweep as necessary) & tidy set up Yard check (no rubbish, fallen branches, animal waste, dangerous objects, spiders, wasps nests etc) Cubby & rocket & boat including chairs are clean and tidy Sand pit is clean and raked Set up daily activities. <p>AT PACK UP TIME:</p> <ul style="list-style-type: none"> Sandpit covered Water tray empty Animals chooks & rabbit have food and water Toys from sandpit hosed and returned to shed Verandah is neat and tidy Paints taken inside Easel cleaned Inside all shelves and tops of shelves are tidied and neat Equipment returned to correct storage <p>AFTER MORNING TEA</p> <ul style="list-style-type: none"> Floor swept , tables disinfected <p>AFTER LUNCH/END OF DAY</p> <ul style="list-style-type: none"> Bathroom cleaned: toilets and cisterns disinfected, sinks, taps door handles, hand dryer, dividers, window sills, walls wiped over with disinfectant, floors swept and mopped using bathroom broom/mop Floors swept and mopped. Tables and chairs wiped and disinfected, door handles, shelving, window sills, Kitchen all clean tidy and benches, window sill, sink, stove wiped over & disinfected, power points turned off. Dishes washed up. Carpets vacuumed including office & library, window sills vacuumed Windows, screen doors and back roller door locked- scraps fed to chooks & chooks /pets secure with food and water. Bins including recycling & office are empty and disinfected. Excess art work removed inside & out. 					

DUTIES OF RESPONSIBLE PERSON:

ON ARRIVAL

- Turn alarm off, unlock doors, windows
- Sign in table set up
- Check phone msgs / note in diary if Director away
- Office neat and tidy
- Unlock filing cabinet
- Sign in as responsible person on sign in sheet
- All staff have signed in

END OF DAY

- Children and staff files are secured away in filing cabinet
- Fees box is empty and banking done (no cash left on premises)
- Office is neat and tidy
- Check phone msgs
- Two staff have checked premises at end of the day and signed
- Sign out as responsible person. All staff have signed out
- Preschool is secure and locked alarm set & gate locked.