

Auckland Regional Public Health Service

Rātonga Hauora ā Iwi o Tamaki Makaurau



Working with the people of Auckland, Counties Manukau and Waitemata

Health & Safety Guidelines for Early Childhood Centres

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1. Introduction

This document is intended as a guide for early childhood centre operators whose centre is to undergo a health and safety assessment by Auckland Regional Public Health Service. It details the public health and safety issues that commonly arise from the assessment of early childhood centres (ECCs) and provides the relevant standards that ECCs must meet. It is designed to be used in conjunction with the “*Health and Safety Self Audit Tool for Early Childhood Centres*” which ECC operators are required to complete prior to the health and safety assessment. Throughout the audit tool, references are made to relevant sections of this document. The Ministry of Education considers the health and safety assessments of ECCs by the Ministry of Health’s designated officers, essential in the provision of quality early childhood education.

Auckland Regional Public Health Service performs health and safety assessments of ECCs in the following circumstances:

- At the request of ECCs for the health report required by the Ministry of Education (MinEd) before a licence can be granted.
- At the request of the MinEd as part of its ECC relicensing programme to assess ongoing compliance with licence requirements.
- In circumstances where a significant concern about an ECC has been raised by the MinEd or another party.

In each instance, the MinEd is provided with a copy of the health and safety assessment report produced by the Auckland Regional Public Health Service.

Auckland Regional Public Health Service has the mandate to perform ECC health and safety assessments from the Ministry of Health, as the Director-General of Health’s nominated officers. The Director General of Health’s legislative mandate comes from the Ministry of Education as stated in the Education (Early Childhood Centres) Regulations 2008, r 9(2) (Additional requirements where application relates to centre):

Every application for a licence in relation to a new centre must be accompanied by a report from the Director-General of Health or a person nominated by the Director-General of Health for that purpose, assessing whether-

- (a) Relevant aspects of the premises and facilities standard set out in regulation 45 or 51 (whichever is applicable) and the relevant aspects of the health and safety practices standard set out in regulation 46 or 52 (whichever is applicable) are, or are likely to be, complied with; and*
- (b) The premises and facilities to be used by the centre are suitable for use as a centre.*

And r 55 (Secretary may request health reports):

In determining whether the premises and facilities standard set out in regulation 45 or 51 (whichever is applicable) or the health and safety practices standard set out in regulation 46 or 52 (whichever is applicable) has been or is likely to be complied with, the Secretary may direct the service provider of a licensed service to obtain a report from the Director-General of Health or a person nominated by the Director-General of Health for that purpose.

The Ministry of Health’s operational instructions to public health units for performing ECC health and safety assessments are provided in section nine (early childhood centres) of the *Environmental Health Protection Manual*. ARPHS reports our findings to the Ministry of Education which considers our recommendations and determines what (if any) actions must be taken by the ECC service provider before granting an ECC license. Health and safety assessments cover compliance with legislative requirements, including health and safety standards required by the Education (Early Childhood Centres) Regulations 2008 r 45, 46, 51, 52 and 57 (appendix 1) and the assessment of health risks. This document contains the specific health and safety issues that will be considered at the assessment, along with the standards ECCs are required to meet for each issue, where relevant.

What can be expected from Auckland Regional Public Health Service (ARPHS):

- A health and safety assessment of the premise, that covers the issues outlined in this guide. It also includes reviews of any applicable health and safety procedures and policies the centre has (refer to *Nga Kupu Oranga*).
- ARPHS aims to undertake the assessments within 20 working days of receiving the request and making an appointment.
- ARPHS will endeavour to provide a health and safety report within ten working days following the assessment. However, some environmental concerns will require further research in which case the report may take a maximum of 20 working days. This report will include recommendations to the licensee regarding health and safety issues. The report is also sent to the Ministry of Education as part of its requirement for consideration of the centre's licence. The Ministry of Education then considers ARPHS' recommendations and determines what (if any) actions must be undertaken by the ECC licensee before granting an ECC license.
- The health and safety report is available within 7 working days following the assessment. This report will include recommendations to the service provider regarding health and safety issues. The report is also sent to the Ministry of Education as part of its requirement for consideration of the centre's licence.
- The health and safety assessment is a user pays service – and upon completion of the final report, the service provider will be sent an invoice.

What is expected from the service provider

Please complete the self audit tool (appendix 3) prior to the assessment and present it to the officer at the actual time of assessment. The self audit tool must be completed to reflect the current state of the centre. At the time of the assessment it is expected that the centre will be, as it is on the opening day:

- any building work, renovations etc must be completed
- all facilities must be in place
- health and safety policies and procedures must be available for review

It is important that your centre is ready for the health and safety assessment when we visit. If the centre is not ready, we will not be able to complete the health and safety assessment and we will have to charge for two visits.

If you have any questions regarding this document please contact ARPHS and ask to speak with the Early Childhood Centre lead (refer appendix 5).

We hope that this information is useful and welcome your feedback and any suggestions for improvement.

2. Building Services

2.1 Water Supply

Drinking Water Standards New Zealand 2005 (Appendix 6)

Centres are required to provide a potable (safe and wholesome) supply of drinking water to children attending the centre at all times. For the water to be potable it must comply with the Drinking Water Standards New Zealand 2005 (DWSNZ 2005). Town or city water supplies generally meet these standards and are not regarded as a significant problem. Centres that collect their own drinking water are required to take steps to safeguard the water supply:

- Drinking water of potable quality must be freely available to children at all times.
- Drinking water from a non-treated supply (e.g. roof water, bore water etc) can only be considered potable if it meets the DWSNZ 2005, which sets out the compliance monitoring and testing requirements applicable to all community supplies for more than 25 people.

Should a centre require assistance with any of these points they should contact ARPHS' drinking water assessment unit (appendix 5).

2.2 Sewage Disposal

Resource Management Act 1991 S.15 and S.17 (Appendix 7)

Centres that have on-site wastewater disposal (septic tanks or similar) should ensure:

- disposal fields are inaccessible to children
- disposal fields are functioning effectively with no surface ponding or break-out

Management plans are recommended. These should include:

- Provision for regular pump-out of sludge in the case of a septic tank.
- Routine maintenance of package treatment plants in accordance with manufacturers' recommendations and in accordance with design engineers' recommendations in the case of other installations.

2.3 Gas Bottles

Hazardous Substances (Compressed Gases) Regulations 2004 (Appendix 8)

All bottled gas must be installed in accordance with the regulations. All gas fitting work must be conducted by a registered gas fitter.

2.4 Electrical Safety

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Electric shocks are a health risk for all ages but children appear to be at greater risk of electrocution in comparison with older age groups. Centre managers must ensure that all power points accessible to children have either a securely fitted safety plug, or use an approved safety power socket.

Facilities that use safety plugs should regularly audit them to ensure that the safety plugs are fitted correctly. These checks should be recorded on a maintenance register.

2.5 Refuse Storage and Disposal

Poor refuse storage attracts vermin and increases the risk of disease transmission.

- Refuse bins and soiled nappy bins should be well maintained, emptied and cleaned at least daily.
- All bins should have secure lids to exclude children and insects.
- External refuse bins are to be emptied and cleaned at least weekly to minimise odours.
- Bins should be inaccessible to children, insects and scavenging animals.

2.6 Air Conditioning Units

Building Act 2004 (Appendix 9)

Where installed, air conditioning units need to be maintained in accordance with the manufacturer's or supplier's specifications so that the temperature and humidity are within design operating parameters.

Fans and air vents need to be cleaned regularly to prevent the build up of dust.

3. Food and Nutrition

3.1 Nutrition

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Centre managers, supervisors, teachers, cooks and parent helpers should encourage and promote healthy eating. The centre should develop a food and nutrition policy to ensure that children receive adequate nutrition during their time in care. This should be designed in accordance with *Nga Kupu Oranga* (Ministry of Health, 1998).

Some key points have been included below.

General nutritional considerations applicable to early childhood centres (where food is provided) should include the following:

- ECC services should provide a variety of nutritious foods from each of the four major food groups.
- Children should drink plenty of liquids and have access to water at all times.
- Children aged 2-5 years should be provided with reduced fat milk.
- ECC services have a role in helping to create a culture of healthy eating and to help children develop healthy eating behaviours.
- Procedures and processes should be in place to manage children affected by food allergies or intolerances. Parents/carers should be consulted and given the opportunity to express dietary preferences for their children. A team approach (with the child's family, doctor and/or dietician) should be used to ensure the child does not receive allergens while at the centre.
- The menu should provide foods which fit with the food and beverage classification system with 'everyday' foods dominating the menu (refer to the *Food and Beverage Classification System User Guide and Recipe Book*, Ministry of Health 2007).
- "Occasional" foods and drinks that are high in energy, saturated fat and/or salt should be limited and served only once per term (or four times per year).
- Menus should be made available for parents to inspect and should be reviewed if necessary.
- Children should be provided with food that has been stored, prepared and served safely and hygienically.

There are special considerations for babies and toddlers (0-2 years):

- Until an infant is 6 months old, breast milk or infant formula will supply all the nutrients they need.
- Breast milk or infant formula remains the most important nutrient source for the first year of life. Complementary foods should be introduced at around 6 months of age. The variety and texture of foods offered should be increased as the child reaches 12 months.
- Breast milk provides optimal nutrition for babies and ECC services should provide an environment that is supportive of breastfeeding. It is a Ministry of Health requirement that refrigeration space for expressed breast milk is provided. Mothers should be encouraged to provide expressed breast milk. Otherwise infant formula should be used until 12 months (parents or guardians must approve the formula before use).
- Babies and toddlers should be offered fluids regularly to prevent dehydration (and more frequently in hot weather). Breast milk or infant formula will provide fluid needs until 7 months of age, after this time water can be introduced.
- Children aged 1-2 years should be provided with full-fat whole milk and water as their main fluids.

For further information refer to Ministry of Health documents:

- Eating for Healthy Babies and Toddlers from Birth to 2 years old

- Eating for Healthy Children Aged 2 to 12

Or contact the nutrition team at ARPHS (appendix 5).

3.2 Food Safety

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Food safety is an area of significant public health concern. If centres provide food it should be clean and safe. The legislation around food safety in New Zealand is currently under review. It is envisioned that early childhood centres will be included in the new Food Act and will be required to use some form of food safety management tool. ARPHS' recommends that centres who provide food to more than 50 children investigate the use of Off-the-Peg Food Control Plans. More information can be obtained from the New Zealand Food Safety Authority (appendix 26). Please contact the food safety team at ARPHS (appendix 5) for more information on food safety plans.

ECC's can be divided into three categories regarding food provision:

- 1 - Centres that prepare food on site.
- 2 - Centres that provide limited food, snacks, sandwiches and baked goods.
- 3 - Centres that require children to provide their own food.

Centre managers should consider and address the following key points:

- Procedures are in place to ensure that parents and staff thoroughly wash their hands before and during the preparation of food. Those who are suffering from a communicable illness are not to be involved in food handling activities.
- Frozen food is thawed in the fridge.
- Raw food is stored so that it cannot contaminate cooked food or food that will not receive further cooking.
- Steps are taken to ensure that the internal temperature of high risk food, for example meat and poultry, reaches at least 70°C during cooking. A food grade thermometer can measure this.
- High risk food is not stored for more than a cumulative two hour period in the temperature danger zone (between 4°C and 70°C). A food grade thermometer can measure this.
- Cooked food is not stored in the refrigerator for more than two days.
- Food is not re-heated more than once.
- Re-freezing of food is avoided.
- Cooked foods are stored above uncooked meats in the refrigerator.
- Food is stored in covered containers.
- Foods prepared at home and intended for on-site consumption are stored in the refrigerator prior to consumption.
- All fresh fruit is washed in potable water prior to eating or preparation.

It is recommended that all staff members of an early childhood centre where food preparation takes place complete an accredited basic food hygiene or food safety course. Further information can be obtained from your territorial local authority (city council, appendix 5).

All early childhood centres that provide food are required to comply with *regulations 9, 11-18 inclusive and 19 (1) and (2)* of the Food Hygiene Regulations 1974 (appendix 11), as amended. These cover:

- general cleanliness of premises
- duties of occupiers
- maintenance of wash hand basins (for kitchen staff use)
- vermin control
- refrigeration
- food storage
- condition of appliances, packages and receptacles
- cleaning of places and equipment
- food protection
- protective clothing
- behaviour of workers

3.2.1 Kitchen Facilities

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

ECC kitchens must have adequate space and facilities, and for good hygiene should also have equipment which limits cross contamination such as coloured chopping boards for different food groups. Wooden chopping boards are not recommended.

3.2.2 Dishwashing

ECCs can be divided into three categories regarding food provision:

- 1 - Centres that prepare food on site.
- 2 - Centres that provide limited food, snacks, sandwiches and baked goods.
- 3 - Centres that require the children to provide their own food.

Category 1: The centre must have a commercial dishwasher that is capable of:

- a wash temperature of 60°C or higher
- a rinse that lasts for 10 seconds or longer with water at a temperature of at least 77°C
- a device that gives an automatic dose of soap or detergent
- baskets and trays that allow all dishes to get completely wet
- temperature control that stops the machine if the water temperature is too low, or the rinse temperature cannot continue for at least 10 seconds
- a thermometer to show the temperature of rinse water

A domestic dishwasher is adequate for categories 2 and 3. Centres may choose to hand wash dishes, however the following requirements must be met to ensure dishes are cleaned and sanitised correctly:

- use water that is at least 43°C
- have adequate soap or detergent – the dishes must be rinsed and sanitised
- dishes must be sanitised by either placing in clean boiling water for 30 seconds, or in clean water that is at least 77°C for 2 minutes
- the dishes must be separated from each other while they are being sanitised (by means of a wire rack or other appliance)
- the dishes must be removed and immediately left to air dry (tea towels or clothes should not be used to dry or polish dishes once they have been sanitised)

Dishwashers are recommended over hand washing dishes as there are safety concerns when dealing with boiling water.

3.2.3 Floors and Surfaces

Floor surfaces must be appropriate for the use intended. Carpet or other absorbent floor coverings are unacceptable in the kitchen, toilets or nappy changing areas. The premises must have on-site, or contract in, adequate equipment to clean all floor coverings.

4. Physical Environment

4.1 Building Act, Regulations and Codes

The Building Act 2004 (appendix 9) and subsequent regulations have in some cases superseded the Education (Early Childhood Centre) Regulations 2008 (appendix 1). The Territorial Local Authority (City Council, appendix 5) Building Inspectors are responsible for administering the Building Act, however, the Health Protection Officer may comment on areas covered by this Act if any deficiencies are observed during the assessment of an early childhood centre.

The following text refers to the *New Zealand Building Code Handbook and Approved Documents* made under the Building Act 2004. Centres should ensure that they comply with the Act and subsequent Regulations.

4.1.2 Lighting

Building Codes G7 and G8

Habitable spaces shall be provided with adequate openings for natural light and for a visual awareness of the outside environment (Building code G7.2). Natural light shall provide a luminance of no less than 30 lux at floor level for 75% of the standard year (Building code G7.3.1)

4.1.3 Ventilation

Building Code G4

There must be adequate ventilation in every room that is used by children in order to safeguard people from illness or loss of amenity due to lack of fresh air (Building code G4.2). Spaces within buildings need to have means of ventilation with outdoor air that will provide adequate number of air changes per hour. This will generally occur by natural means if adequate external (window openings) and internal (door openings, ventilation grills etc) openings are provided to maintain through or cross ventilation. If there is inadequate natural ventilation then artificial (mechanical) ventilation should be installed.

Good ventilation is particularly important for sleep rooms and rooms where ill children are looked after temporarily.

4.1.4 Heating

Building Code G5

The building should be constructed to provide an adequate, controlled, interior temperature. Habitable spaces, bathrooms and recreational rooms should have a maintained internal temperature of at least 16°C measured at child height.

All heating devices used in centre should be either incapable of burning children or inaccessible to them. Heating appliances and any attached cables or other fittings should be securely fixed in place. ARPHS' does not recommend the use of unflued gas heaters as these produce a number of pollutants (including nitrogen dioxide and carbon monoxide) and water vapour that can indirectly affect health by increasing the growth of moulds and dust mites. The use of unflued gas heaters in poorly ventilated spaces can result in fatalities due to the accumulation of carbon monoxide.

4.1.5 Noise

Building Code G6

Chronic exposure to environmental noise can lead to impaired cognitive function and health in children. Acoustic design must ensure that noise is kept to a reasonable level especially in areas designated for rest or sleep. **Note:** The Building Code is being reviewed and different standards and performance levels are proposed that will apply to certain categories of buildings including day-care facilities and other learning institutions.

In the interim, the following recommendations, based on the World Health Organization's 'Guidelines for Community Noise' (<http://whqlibdoc.who.int/hq/1999/a68672.pdf>), are provided as guidance for the interpretation of 'reasonable level' of noise:

<u>Specific environment</u>	<u>Critical health effect(s)</u>	<u>LAeq [dB]</u>	<u>Time base [hours]</u>	<u>LAm_{ax} fast [dB]</u>
School class rooms and pre-schools, indoors	Speech intelligibility, disturbance of information extraction, message communication	35	during class	-
Pre-school/bedrooms, indoors	Sleep disturbance	30	sleeping-time	45
School, playground outdoor	Annoyance (external source)	55	during play	-

LAeq [dB] = Level for 'A-frequency weighted' sound averaged over a time period

LAm_{ax} fast [dB] = Maximum sound level for 'A-frequency weighted' fast sound (i.e. for a single sound event)

The Health Protection Officer will evaluate internal and external sources of noise during the health and safety assessment and consider measures taken to reduce the impact of noise on the children. They will not measure noise levels *per se* but take note of noise volume in general (i.e. whether normal volume speech can be heard clearly, noise sources, duration, time of day). If any of these indicate a potential problem with noise, then recommendations may be made to obtain professional noise monitoring. The results of this monitoring should not exceed the recommended WHO guidelines (listed above).

External noise may be an issue at some centres depending on location e.g. there may be significant contributions from motor vehicle and airport traffic, local businesses etc. Please refer to section 8.4 of this guide.

4.1.6 Water Temperature

Building Code G12 (4)(13)(1)(a) and G12(4)(13)(3)

The water temperature of any plumbing fitting to which children have access must be at a delivery temperature not greater than 40°C.

- Sanitary - the hot water temperature of all sanitary appliances which can be accessed by children must be at a delivery temperature not greater than 40°C. A tempering valve is an acceptable mixing device to achieve this temperature.
- Hot water cylinders - to prevent the growth of *Legionella* bacteria cylinders are to be set at not less than 60°C.
- Kitchen - hot water must be provided in the kitchen to enable utensil washing to comply with the Food Hygiene Regulations 1974. In the case of dishwashing machines this may require a higher temperature than 60°C, but in the case of hand dishwashing a temperature of not less than 43°C is required.

4.2 Pools and Paddling Pools

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1),(Building Code F4 (3)(3)

“Swimming pools having a depth of water exceeding 400 mm, shall be constructed with a barrier to restrict access to the pool or the immediate area, by children under 6 years of age.”

This is enforceable for all swimming pools that are not exempt under either the Building Code or the relevant statute, regardless of whether or not the pool is on the premises of the early childhood centre.

In addition, the centre managers must consider whether any other bodies of water (pools, ponds, wells etc.) that the children have access to are sufficiently guarded to prevent child access.

A mechanism should exist to prevent a swimming pool or portable paddling pool being used unless a staff member is present or the centre is not in session. A centre is expected to have a policy for the use of swimming pools and paddling pools within their charter, including after-hours use by authorised persons. For further information refer to the Fencing of Swimming Pools Act 1987 (appendix 13).

4.2.1 Fencing

Fencing of Swimming Pools Act 1987 (Appendix 13)

Centre managers should ensure that:

- all fencing is sturdy and secure
- fencing around the centre is constructed of a material that does not itself create any hazards (i.e. recycled corrugated iron, rough sawn timber, in which case action should be taken to eliminate such hazards)
- any potential hazards created have been controlled (burrs and splinters removed)
- fencing is of a design and height that prevents children from leaving the enclosed area (i.e. over, under or through the fence)
- all gates designed to restrict children have a latch mechanism that is either inaccessible or otherwise childproof

- fencing is at least 1.2 metres in height (consideration should be given to objects or structures that children may use to scale fencing) – swimming pool-type fencing is recommended.
- children are prevented from gaining access to the under-floor areas of the building
- all gates have prominent signs displayed requesting people to close the gate - self-closing gates are recommended

4.2.2 Swimming Pool Water Quality

Swimming pools at early childhood centres should meet the New Zealand Standard on pool water quality. The centre should record pool monitoring results to ensure that water quality standards are being maintained. The appropriate standard is NZS 5826:2000 Pool Water Quality (appendix 14).

4.3 Play Area Safety (Internal/External)

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Centre managers should conduct regular checks to identify any of the following:

- protruding nails
- sharp edges (including branches on trees and shrubs)
- splinters
- projections at both adult and child eye level
- head entrapment spaces
- protruding wire from car tyres
- deficiencies in the standard and condition of equipment
- hard landing surfaces
- storage of equipment and materials that is not secure

Centres should also comply with NZS 5828 Playground Equipment and Surfacing (appendix 15).

4.4 Poisonous Plants

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

It is recommended that centre managers identify poisonous plants within the premises and ensure that children do not have access to any part of them (e.g. bark, leaves, flowers, sap, roots, fruit). It is also recommended that centres identify any potentially poisonous vegetation over-hanging from neighbouring properties into the centre.

4.5 Sandpits

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

“All sandpits are covered after the last session of each day or, if covering is impractical, are raked and inspected for animal droppings and dangerous objects before the first session each day.”

If the sandpit is of such a shape or design that makes covering impractical, a strict routine of raking and checking the contents of the sandpit must be enforced. Centres that have sandpits that are impractical to cover should develop a clear policy within their charter. Centre managers must provide evidence that raking and checks are carried out each day. It is encouraged that even covered sand pits have a raking policy.

4.6 Windows

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Windows having a lower edge that is less than 80 cm above the floor must either have a fixed protective barrier or be fitted with approved safety glass for the purpose by the territorial local authority (city council, appendix 5) during the building inspection.

Centre managers should ensure that:

- any window that children may climb out of, either to an area that is not enclosed by the centre's fencing or that opens at a height that children could fall and injure themselves from, is protected to prevent exit through that window

- opening windows do not cause hazards to those outside (the specific concern is to prevent children or adults walking into the edge of a window casement when open)
- large glass doors and ranch sliders should incorporate safety glass and have conspicuous stickers on the glass at child eye height

4.7 Dangerous Objects

This covers a wide variety of objects, furniture, fixtures and fittings that may have the potential to cause injury or are positioned poorly so as to create a hazard. Centre managers should also consider appropriate placement of large or heavy unsecured objects in the centre. Staff and management should be continually alert to any potential hazards arising.

4.7 First Aid

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

It is essential for all centres to have up-to-date first aid equipment. However the contents of the first aid cabinet have the potential to create a hazard if stored or used incorrectly. Therefore the centre's management should ensure that:

- correct equipment is available
- staff are correctly trained
- equipment is inaccessible children

Control points should include the following:

- First aid cabinets should be equipped to the standard recommended by the Ministry of Health (appendix 16).
- First aid cabinets should be checked at least every three months to ensure that they contain sufficient supplies and that the supplies are within their stipulated expiry dates and will not expire before the next check.
- All checks of first aid cabinets must be recorded and changes documented - the centre's charter should provide for these regular checks.
- Cabinets may be fixed or portable, however, if the cabinet is accessible to children it must be locked and the key stored in close proximity to the cabinet where it is inaccessible to children.
- First aid cabinets should be located in a bathroom.
- All accidents should be recorded in the accident register.

At all times while children are attending there must be at least one member of staff with current first aid certification on duty. It is recommended that all staff hold a current first aid certificate.

4.8 Pest and Vermin Control

Food Hygiene Regulations 1974 S.9 (Appendix 11)

The centre should be free of pests and vermin at all times. Immediate action should be taken to control and eliminate any infestation of pests or vermin affecting the early childhood centre.

The centre should consider the following animals and insects as pests and consider how they would control an infestation: rodents, cockroaches, flies, birds, mosquitoes, ants, silverfish, fleas, mice, wasps and any other common pests of the locality.

For further information on these requirements please contact an Environmental Health Officer at your territorial local authority (city council, appendix 5).

5. Housekeeping

5.1 General Cleaning

Education (Early Childhood Centres) Regulations 2008 R.46 and 52(Appendix 1)

The centre manager should ensure that adequate cleaning schedules are developed, even if an outside agency is used to clean the premises. The minimum areas that the schedules must specifically include are:

- kitchen
- laundry
- nappy changing area
- bathroom
- toys

5.2 Toilet Hygiene

Education (Early Childhood Centres) Regulations 2008 R.45, 46, 51 and 52 (Appendix 1)

Develop cleaning schedules to maintain good hygiene in the toilet area. The floor should have a surface that is easy to clean. The number of toilets is stipulated by *Building Codes G1 (table 1)* and is approximately one toilet to every 15 people over the age of two years.

The centre should use policies and systems that ensure children and adults wash their hands after using the toilet, touching and handling animals, nappy changing, when visibly dirty and before and after eating.

5.3 Cleaning Sink

It is recommended that centres have a separate cleaner and art sink. Centre managers should ensure that:

- water at 55 °C is supplied to the cleaner's sink
- the cleaner's sink is inaccessible to children
- all other cleaning equipment - mop, buckets, etc. - are stored so that they are inaccessible to children, but in a ventilated area
- soiled nappies are not cleaned in the cleaner's sink

Centres that share a sink for art and cleaning purposes must use water at 55°C, therefore the sink must be inaccessible to the children. The sink should also be cleaned between uses.

5.3.1 Art Sink

If children have access to an art sink the water temperature must not be more than 40°C.

5.4 Laundry Facilities

Education (Early Childhood Centres) Regulations 2008 R.45, 46, 51 and 52 (Appendix 1)

All washing must be done in hot water with an adequate amount of laundry detergent. Principal considerations are that:

- Every centre has adequate space and facilities for laundering.
- Centres catering for children under two years of age or washing soiled nappies should have an adequate and suitable washing machine on the premises.
- Centres catering for children over two years of age and not washing soiled nappies are recommended to have a suitable washing machine located on the premises (it is acceptable however for these centres to make other arrangements for general laundry).

5.5 Sleeping Facilities and Bedding

Education (Early Childhood Centres) Regulations 2008 R.45, 46, 51 and 52 (Appendix 1)

Adequate space, service and facilities for undisturbed rest are required "where children under 2 attend or where children over 2 attend for more than 4 hours".

The Education (Early Childhood Centres) Regulations 2008 require all centres to have a system in place for monitoring sleeping children. Supervision of sleeping children is critical. If an adult is unable to be present in the sleep room then the sleep room must have a viewing window so an adult can observe sleeping children. The Ministry of Education requires physical checks on sleeping children at least every 5-10 minutes. The use of video cameras and/or monitors is not acceptable.

A separate room may not be required for sessional centres but a quiet and safe area must be provided for children to have undisturbed rest if required.

No child is to have access to any fluids or drinks while in bed or resting and designated officers will need to ensure that a policy is in place to reflect this.

Beds and cots should be laid out to ensure that children have easy access, spaced so that they do not disturb each other, and that there is sufficient room for adults to move freely around beds/cots. It is recommended that approximately 1.4m² be provided for large free standing costs. Beds and mattresses should be placed to avoid hazardous areas (walkways, opening doors or below heavy objects).

ARPHS recommends the use of cots for infants under two years of age as it is difficult to sustain sufficiently warm temperatures at floor level for sleeping infants. Cots must be in good condition, and older style cots should be evaluated to ensure they meet current safety conditions and comply with the AS/NZS 2172:1995 Cot Safety Standards (appendix 17). A ratio of one cot per two children under two years of age is reasonable and the ratio of beds/mattresses to children over the age of two years is at the discretion of the service provider and in discussion with the Ministry of Education.

Padded cot-surrounds for the top-end of cots (bumper pads) are not considered suitable in an early childhood setting and all other possible causes of suffocation need to be eliminated. Latches on cots should be checked and a lead-based paint test may be required on older cots. No form of restraint, such as straps to hold children down in cots, is to be used on children to keep them in beds.

Multi-storey cots are only acceptable if the following can be assured:

- The area around each cot is well ventilated to allow sufficient fresh air circulation without build up of carbon dioxide, moisture and heat.
- Cots must be secured to the wall.
- There is a specific evacuation plan for the sleep room where cots are present.
- Cots are easily accessible by staff and a sufficient distance apart to avoid aerial cross infection.
- Children are able to sit up in the cots.
- Children should not be placed in a multi-storey cot once they can stand.

Managers must ensure that each child has personal bed linen. If bed linen cannot be allocated to each child, it must be washed after each use.

Mattresses must have a surface that is smooth, easily cleaned and waterproof. In general, nylon fabrics are not acceptable as they are not waterproof. The waterproof layer should cover at least the whole of the upper surface and all sides of the mattress. It is recommended that these waterproof covers are held in place with elastic or similar.

6. Disease Prevention

6.1 Exclusion and Isolation

Education (Early Childhood Centres) Regulations 2008 R.57 (Appendix 1)

Centre management should develop an exclusion policy for the centre and for the temporary isolation of at least one child. Centre managers should consider and develop policy on:

- Grounds for excluding children and staff from the centre.
- Procedures and staff responsible in the management of any exclusion.
- Management access to medical advice should that be required.
- Management of children temporarily isolated at the centre.
- Supervision arrangements for the isolated child.
- Procedures in place to control outbreaks of parasites, fungal infections and communicable diseases.
- Procedures for informing staff and parents (or guardians) of the centre's exclusion policies.

These policies should be designed in conjunction with *Nga Kupu Oranga* (Ministry of Health, appendix 2)

6.2 Immunisation and Health Information

Health (Immunisation) Regulations 1995 (Appendix 19)

Centre managers should have a register containing the immunisation status of all children attending the centre. The centre must ensure that a staff member views the immunisation certificate(s) of each child either when the child enrolls at the centre or when the child reaches 15 months of age. This register must be available for viewing at the request of ARPHS or the MinEd.

Staff at early childhood centres face an increased risk of exposure to some diseases, and some diseases pose a more serious risk for adults. It is recommended that staff ensure that they have immunity to measles, mumps, rubella and chickenpox. It is recommended that all adults have a booster dose of adult tetanus-diphtheria vaccine every 10 years or after some injuries.

An up-to-date record of relevant health conditions such as allergies, food intolerances, and medical conditions should be kept.

For more information please refer to Appendices 2 and 19.

6.3 Toilets and Hand Wash Basins

The toilet area is a significant area of potential disease transmission. It is therefore important that appropriate precautions are taken to minimise the risk of disease. The centre managers must ensure that:

- Hand wash basins are located in the same area as the toilets.
- Hand wash basins are at an appropriate height so that children have easy access to them.
- Hand wash basins are supplied with soap (preferably liquid soap) via a fixed dispenser.
- Tap water temperature should not fall below 30°C and must not exceed 40°C. However, the NZ Building Code G12 AS1 4.13.1(a) prescribes maximum tap water temperature for early childhood centres of 45°C (see page 16 for more information).
- A hygienic means of hand drying is available (single use paper towels are preferred over hot air dryers and individual cloth towels).
- Taps must be easily operable by their intended users.
- Staff should be made aware of the importance of hand washing both for themselves and the children.

6.4 Nappy Changing

The nappy changing area is one of the most likely sources of disease transmission and therefore strict hygiene controls should be in place. Managers should ensure that:

- The nappy changing surface is constructed of solid and stable material that has been designed to minimise the possibility of falls.
- The surface is smooth, easily cleaned, and waterproof.
- A sanitising solution (containing sodium hypochlorite i.e. bleach) is used after each nappy change. The sanitiser should be washed off with water after use, as the sanitiser itself may cause irritation to sensitive skin, and should be properly labelled and stored so that it is inaccessible to children. See appendix 20 for more information on using bleach as a disinfectant.
- A cleaning/nappy changing procedure is clearly displayed above the table (this should list steps that must be taken to ensure good hygiene is maintained during and after changing nappies).
- A soiled nappy storage bin, with a sealable lid, is placed conveniently near the changing table but inaccessible to children.
- Gloves must be worn by the person changing children to prevent the spread of infectious diseases.
- The nappy change area has suitable hand washing facilities readily available to the changer.
- It is recommended that reusable nappies are not laundered at the centre but are taken home with the child.

Do not use fold-out nappy change tables covered with nylon, canvas or other non waterproof materials that can not be easily cleaned and sanitised in centres.

6.5 Body Wash Facilities

Every centre must have at least one body wash facility (a shub, shower or bath) for washing sick or soiled children.

- A shub should be in easy reach of any nappy change table. Centres where all children are three years of age or older, can use a shower (enclosed in a standard shower cubicle) instead of a shub.
- Shubs should be approximately waist high. Consider installing steps for children to minimise the need for staff to lift children thus reducing the risk of back injury.
- Any shub or shower should have a flexible hose and hot and cold water mixer. The hot water must be no hotter than 40°C.
- The surface of any shub or shower (and any nearby surfaces) should be smooth, easily cleaned, robust and waterproof.
- The minimum interior size of a shub is 600mm wide x 600mm long x 300mm deep or if only used by children under two years then 520mm wide x 520mm long x 300mm deep.

6.6 Animals

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Centre managers should only allow clean, healthy, and easily restrained animals on the premises. Dogs, chickens and cats are not acceptable as their faecal material may contain pathogenic organisms and contaminate the premises. Turtles are also not acceptable in centres as they are known to carry salmonella.

Animals that are suitable and can be kept at early childhood centres (provided that they are kept in a suitable state of hygiene) include guinea pigs, rabbits, mice, rats, fish, frogs and tadpoles, lizards and small birds.

Centres that have, or intend to have, animals on the premises should devise a policy that outlines how the centre will:

- Ensure that animals are supplied with a good healthy living environment including at weekends and holidays.
- Maintain animal living conditions to a high standard of cleanliness.
- Store animal food so that it is clearly distinguishable from human food (if applicable).
- Ensure that children having had contact with animals immediately wash their hands under supervision.
- Quarantine sick animals away from children.

7. Harmful substances

7.1 Lead Paint

Any buildings built prior to 1980 could have been painted in the past with lead-based paint. Lead in paint was greatly reduced in 1965, although some leaded paint was in use until 1980. When repainting surfaces that have been painted with lead-based paint you need to follow the *Guidelines for the Management of Lead-based Paint* (issued by OSH, Department of Labour and Ministry of Health). Contact ARPHS for further information.

Soil within 1.5 metres from exterior walls of old buildings may have been contaminated in the past by lead paint flakes or contaminated dust. This soil needs to be made inaccessible or unattractive to children (i.e. cover with decking or use as a flower garden).

Centre managers should ensure that paint on cots, toys and furniture is lead free. If testing is required, advice on actions to be taken will be provided to the centre after results have been received. For more information refer to appendix 21.

7.2 Asbestos

Material suspected of containing asbestos should be tested. Contact ARPHS for further details and public health advice. If asbestos is identified, the local Occupational Safety and Health Office at the Department of Labour (appendix 5) should also be contacted for further advice relating to exposure of staff. For more information please refer to appendix 22.

7.3 Chemicals

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1) and Hazardous Substances and New Organisms Act 1996 (Appendix 23)

All chemicals must be stored in accordance with current HSNO regulations. The centre managers must ensure that all chemicals are inaccessible to children.

All chemical containers must meet the labelling requirements of the HSNO regulations. This includes any containers used for decanted products. It is recommended that cleaning chemicals are also labelled so that their intended use is specified.

The minimum information that should be transferred to any new container includes:

- what the product is
- any caution on the original label
- any first aid information

All toxic substances must be kept out of reach of children at all times and in proper containers. For more information please contact the Environmental Risk Management Authority (ERMA, appendix 5).

7.4 Medicines

Centre managers should ensure that all medicines for children and staff are stored in accordance with the labelling instructions and in a location that is inaccessible to children. The centre should keep an up-to-date medicine book. Centre staff must follow clear guidelines, including written parental instructions, if they are to dispense medicines to children.

It is recommended that all medicines are stored at a height that is inaccessible to children, even if stored in rooms not ordinarily used by or accessible to children.

8. Other requirements

8.1 Sun Care

Exposure to potentially hazardous ultra-violet radiation is a growing health issue in New Zealand. Young children often have very sensitive skin and therefore have an increased risk of sunburn by ultra-violet rays. Centres should have a sun-safe policy which considers:

- the hours and length of outside play
- the use of sun screens and shaded areas
- the children's personal protection from the sun, i.e. sunscreen, hats, sun-proof clothing etc

8.2 Smokefree Policy

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Early childhood services must ensure that they are smokefree, including outdoor areas. Under the Smoke-free Environments Act 1990, all schools must have a written workplace smokefree policy that applies to all staff as employees. Early childhood centres are encouraged to be totally smokefree and a model policy is contained in *Nga Kupu Oranga* (appendix 2).

8.3 Emergency Provisions

Education (Early Childhood Centres) Regulations 2008 R.46 and 52 (Appendix 1)

Centre managers must:

- Notify the local controller of Civil Defence as to the centre's location.

- Train all staff in evacuation procedures for fire, earthquake and other emergencies and ensure that regular evacuation drills are carried out.
- Have an approved and adequate evacuation plan for children and staff, which should be prominently displayed in the centre.

8.4 Surrounding Environment

Centre managers should be aware of actual and potential external hazards. Action to remove or mitigate these hazards should be taken where applicable. Possible sources of external hazards will be flagged with the centre management and included within the health report. These might include factories, industries, significant noise sources, major roads, air quality, and potentially contaminated land. Centre managers should also check with local council to ensure that future hazards are unlikely to result from, known transport and land development plans. For more information please refer to appendix 24.

Young children are at significantly increased risk from environmental hazards. ARPHS' recommends centres are not located in the following environments unless appropriate mitigation can be undertaken:

- In areas outlined in ARPHS Position Statement on Air Quality and Early Childhood (refer to appendix 24). **NB As of 21 May 2009 ARPHS' Position Statement on air quality considerations was removed from the website pending clarification of Ministry of Health policy intentions. Consequently there is no current document to refer to but this position will be updated as developments occur.**
- Underneath airport flight pathways.
- On land that has been contaminated by past land use (including industry and horticulture).
- In locations where environmental noise exceeds WHO Environmental Noise Guidelines (refer to section 4.1.5)

Because early childhood centres are licensed for lengthy periods of time and may never receive more than one health assessment, it is also important to consider possible future land uses of adjacent sites. For example, if a centre is located near to a proposed major road or motorway extension, and at the time of licensing there are no concerns, after the licence is granted the road is built and subsequently the centre is located in a location that is not recommended by ARPHS position statement on air quality. This lack of control over potential exposure makes these areas unsuitable for the location of ECECs.

Where the location of the centre raises concerns, risks from health hazards need to be addressed in the design, construction and management of the centre. It is ARPHS' practice to request copies of plans for monitoring and managing risks to children associated with environmental hazards through the resource consent process.

8.5 Transport and Outings

Education (Early Childhood Centres) Regulations 2008 (Appendix 1) and Traffic Regulations 1976 (Appendix 25)

Centres have to ensure that there is a sufficient adult to child ratio to ensure the safety of children for the given risk factors associated with an excursion. Written consent from parents/caregivers must be obtained before travel can be undertaken. At least one member of the staff must be currently certified in first aid. There is also a regulatory requirement for at least two adults in any motor vehicle carrying more than three children, and that children are properly restrained by an approved child restraint appropriate for that child.

Items recommended for any outings/excursions are a portable first aid kit, sunscreen, sun hats, drinking water, any child's medication requirements, some form of communication system (e.g. cell phone, pager, contact details), and ongoing monitoring of children while on the outing (e.g. roll calls).

Appendix 1

Link to Education (Early Childhood Centres) Regulations 2008

<http://legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html>

Appendix 2

Link to *Nga Kupu Oranga* – Health and Safety Resource for Childcare Services; Ministry of Health 1997

[http://www.moh.govt.nz/moh.nsf/fe9e667cc713e9cc257011000678d8/e123367969dcc12acc256de90078b901/\\$FILE/NgaKupuOrangaHealthyMessages.pdf](http://www.moh.govt.nz/moh.nsf/fe9e667cc713e9cc257011000678d8/e123367969dcc12acc256de90078b901/$FILE/NgaKupuOrangaHealthyMessages.pdf)

Appendix 3

Health and Safety Self Audit Tool for Early Childhood Centres; Auckland Regional Public Health Service

http://www.arphs.govt.nz/Healthy_Environments/downloads/ECECHealthAndSafetySelfAuditTool.pdf

Appendix 4

Health and Safety Policy and Procedure documents for Early Childhood Centres

Early Childhood Centres should create and implement the following written policy and procedure documents. These documents should be written in consultation with *Nga Kupu Oranga*, the health and safety resource for early childhood centres from the Ministry of Health. These documents will be reviewed by a Health Protection Officer during the pre-licensing health and safety assessment.

Policy documents

<u>Title</u>	<u>Ref</u>	<u>Relevant legislation</u>
Food and Nutrition	3.1	Education (Early Childhood Centres) Regulations 2008
Food Safety	3.2	Education (Early Childhood Centres) Regulations 2008
Poisonous Plants	4.4	Education (Early Childhood Centres) Regulations 2008
Sandpits	4.5	Education (Early Childhood Centres) Regulations 2008
First Aid	4.8	Education (Early Childhood Centres) Regulations 2008
Cleaning	5.1	Education (Early Childhood Centres) Regulations 2008
Laundry	5.4	Education (Early Childhood Centres) Regulations 2008
Sleeping children	5.5	Education (Early Childhood Centres) Regulations 2008
Illness Exclusion and Isolation (Child)	6.1	Education (Early Childhood Centres) Regulations 2008
Immunisation	6.2	Health (Immunisation) Regulations 1995
Nappy Changing	6.4	Education (Early Childhood Centres) Regulations 2008
Animals (Pets)	6.6	Education (Early Childhood Centres) Regulations 2008
Medicines	7.4	Education (Early Childhood Centres) Regulations 2008
Sun Care	8.1	
Smoke and Alcohol free	8.2	Education (Early Childhood Centres) Regulations 2008
Emergency Procedures	8.3	Education (Early Childhood Centres) Regulations 2008
Transport and Outings	8.5	Education (Early Childhood Centres) Regulations 2008
Hand Washing		Education (Early Childhood Centres) Regulations 2008
Child Abuse		Education (Early Childhood Centres) Regulations 2008
Staff Illness Exclusion		Education (Early Childhood Centres) Regulations 2008

Procedure documents

<u>Title</u>	<u>Ref</u>	<u>Relevant legislation</u>
Play Area Safety checklist	4.3	Education (Early Childhood Centres) Regulations 2008
Poisonous Plants checklist	4.4	Education (Early Childhood Centres) Regulations 2008
Sandpits checklist	4.5	Education (Early Childhood Centres) Regulations 2008
Accident/Incident register	4.8	Education (Early Childhood Centres) Regulations 2008
Cleaning schedules (kitchen, laundry, nappy change area, toilet areas, play area (toys))	5.1	Education (Early Childhood Centres) Regulations 2008
Nappy Changing	6.4	Education (Early Childhood Centres) Regulations 2008
Medicines register	7.4	Education (Early Childhood Centres) Regulations 2008
Hand Washing		Education (Early Childhood Centres) Regulations 2008
Hazard Identification register		Education (Early Childhood Centres) Regulations 2008
Maintenance register		Education (Early Childhood Centres) Regulations 2008

Appendix 5
Contacts

Organisation	Office	Physical Address	Postal Address	Phone	Website
Auckland Regional Public Health Service	Central Office Cornwall Complex	Floor 2, Building 15 Greenlane Clinical Centre Auckland	Private Bag 92 605 Symonds Street Auckland 1150	09 623 4600	www.arphs.govt.nz
Auckland Regional Council	21 Pitt Street Auckland		Private Bag 92 012 Auckland	09 366 2000	www.arc.govt.nz
Department of Labour (Health and Safety)	Head Office (see website for Regional details)	4 th Floor Unisys House 56 the Terrace Wellington	PO Box 3705 Wellington	0800 20 90 20	www.dol.govt.nz
Territorial Local Authority	Auckland City Council	1 Greys Avenue Auckland City Auckland	Private Bag 92 516 Wellesley Street Auckland 1150	09 379 2020	www.aucklandcity.govt.nz
	Franklin District Council	82 Manukau Road Pukekohe	Private Bag 5 Pukekohe	09 237 1300	FDC_Info@franklin.govt.nz
	Waitakere City Council	6 Waipareira Avenue Waitakere City	Private Bag 93 109 Lincoln Waitakere City	09 839 0400	info@waitakere.govt.nz
	North Shore City Council	1 the Strand Takapuna North Shore City	Private Bag 93 500 Takapuna	09 486 8600	www.northshorecity.govt.nz
	Papakura District Council	35 Coles Crescent Papakura	Private Bag 7 Papakura	09 295 1300	Customer_services@papakura.govt.nz

Organisation	Office	Physical Address	Postal Address	Phone	Website
	Manukau City Council	3 Osterley Way Manukau Manukau City	Private Bag 76 917 Manukau Manukau City	09 262 5104	contactus@manukau.govt.nz
	Rodney District Council	50 Centreway Road Orewa Auckland	Private Bag 500 Orewa	0800 426 5169	www.rodney.govt.nz
Ministry of Education	National Office	45-47 Pipitea Street Wellington	PO Box 1666 Thorndon Wellington	04 463 8000	www.minedu.govt.nz
	Auckland Regional Office	12-18 Normanby Road Mt Eden Auckland	Private Bag 92644 Symonds Street Auckland	09 632 9400	www.minedu.govt.n
ERMA		BP House (Level 1), 20 Customhouse Quay, Cnr. Waring Taylor Street and Customhouse Quay, Wellington	PO Box 131, Wellington 6140 New Zealand	04 916 2426 0800 376234 (HSNO Advisory)	www.ermanz.govt.nz

Appendix 6

Link to Drinking Water Standards New Zealand 2005

<http://www.moh.govt.nz/moh.nsf/0/12F2D7FFADC900A4CC256FAF0007E8A0>

Appendix 7

Link to Resource Management Act 1991

http://www.legislation.co.nz/act/public/1991/0069/latest/DLM230265.html?search=ts_act_Resource+Management&sr=1

Appendix 8

Link to Hazardous Substances (Compressed Gases) Regulations 2004

[http://www.legislation.co.nz/regulation/public/2004/0043/latest/whole.html?search=ts_regulation_Hazardous+Substances+\(Compressed+Gases\)+Regulations#DLM244063](http://www.legislation.co.nz/regulation/public/2004/0043/latest/whole.html?search=ts_regulation_Hazardous+Substances+(Compressed+Gases)+Regulations#DLM244063)

Appendix 9

Link to Building Act 2004

<http://www.dbh.govt.nz/UserFiles/File/Building/pdf/building-act.pdf>

Appendix 10

Link to Nutrition and Infant Feeding resources; Ministry of Health

<http://www.healthed.govt.nz/resources/search-resources.aspx?id=2>

Appendix 11

Link to Food Hygiene Regulations 1974

http://www.legislation.govt.nz/regulation/public/1974/0169/latest/DLM42658.html?search=ts_regulation_Food+Hygiene&sr=1

Appendix 12

Link to New Zealand Building Code Compliance documents and handbook

<http://www.dbh.govt.nz/building-code-compliance-documents>

Appendix 13

Link to Fencing Swimming Pools Act 1987

<http://www.dbh.govt.nz/fospa-index>

Appendix 14

Link to Standards New Zealand website; Pool Water Quality NZS 5826:2000

<http://www.standards.co.nz/default.htm>

Appendix 15

Link to Standards New Zealand website; NZS 5828:2004 Playground Equipment and Surfacing

<http://www.standards.co.nz/default.htm>

Appendix 16

First Aid Equipment List

A first aid kit should be located near a potable water source and should include at least the following:

- disposable gloves
- antiseptic or sealed packs of alcohol wipes
- thermometer
- band aids/small elastoplast dressings
- safety pins
- rolls of stretchable bandage
- cold pack
- note pad, pen/pencil
- a first aid manual
- National Poisons Centre phone number
- small plastic or metal splints
- scissors
- tweezers
- bandage tape
- sterile gauze pads
- eye dressing
- triangular bandage
- paracetamol
- activated charcoal
- insect sting preparation
- water
- soap

Among items listed in a first aid kit, there should be an antiseptic to clean wounds and other injuries. There are a number of these products to choose from.

A number of organisations such as the Order of St John and the New Zealand Red Cross are able to assist with advice on restocking a first aid kit.

- Replenish items as used.
- Check first aid kit cabinet contents at least once every 3 months for expired items and to replenish used stock
- Any medication require parental consent before use
- First aid kit must be inaccessible to children

Source: Nga Kupu Oranga, Section G (Ministry of Health, 1997)

Appendix 17

Link to Ministry of Consumer Affairs website; AS/NZ 2172:1995 Cot Product Safety Standard

<http://www.consumeraffairs.govt.nz/productsafety/standards/st-cots2000.html>

Appendix 18

Link to infectious diseases and similar resources

<http://www.moh.govt.nz/moh.nsf/238fd5fb4fd051844c256669006aed57/216ad671cbca2735cc25703c00172bd9?OpenDocument>

Appendix 19

Link to immunisation resources

<http://www.moh.govt.nz/immunisation.html>

Appendix 20

Using "Bleach" as a Disinfectant

A high level of hygiene should be maintained throughout the centre at all times to prevent the spread of communicable diseases.

Why we recommend "Bleach" as a Disinfectant

Recently there have been outbreaks in early childhood education centres of diseases caused by micro-organisms (germs) such as Giardia and Cryptosporidium (protozoa), salmonella (bacteria) and Norwalk-like viruses (a virus). Because many of these micro-organisms (especially protozoal cysts and viruses) are resistant to most disinfectants, we recommend that **only disinfectants containing the chemical hypochlorite are used or stored on the premises.**

Hypochlorite has long been recognised as having outstanding disinfection properties, and is widely available, cheap, and widely used in homes, schools, hospitals, swimming pools and in drinking water supplies.

Hypochlorite is available in different strengths under many brand names including:

- No Frills Bleach, Janola, Brite Bleach, White Magic, Hypersol, Exit Mould

And some toilet cleaners, including:

- Harpic Plus Bleach Liquid Toilet Cleaner, Janola Bleach Powder Toilet Gel

Bleach is unpleasant to work with, and centres are often keen to find alternatives. If you wish to use an alternative disinfectant, you must have scientific evidence (from your supplier) of the effectiveness of the disinfectant against a very wide range of micro-organisms including bacteria, viruses and protozoal cysts. Beware of misleading sales tactics such as the phrase "used in hospitals" - nappies are not changed in all areas of a hospital! Contact the Early Childhood Centre Contact, Auckland Regional Public Health Service, ph (09) 623 4600 prior to using any disinfectant other than 0.5% hypochlorite.

Cleaning Schedules

Cleaning schedules are a means of ensuring cleaning and disinfecting is done as often as necessary. They should be developed for the centre, even if an outside cleaning agency is used to clean the premises. The areas that the schedules must specifically include are:

- kitchen
- laundry
- nappy changing area and surface
- toilet areas
- toys and play equipment.

A good cleaning schedule clearly identifies:

- a responsible person (who initials when tasks are completed)
- utensils / equipment / areas that should be cleaned
- a method of cleaning, including cleaning and disinfecting agents
- frequency of cleaning

A suggested template for a cleaning schedule is attached.

Recommended Minimum Frequency of Cleaning and Disinfecting

- Nappy-changing areas should be cleaned and disinfected **after every nappy change.**
- If a child has a faecal accident (poos their pants), clean the child in the shub, change their clothes, and clean and disinfect any soiled surfaces **immediately.**
- Toys, floors, sinks, toilets and other hard surfaces should be cleaned and disinfected **at least daily.**
- Food preparation areas should be kept clean and disinfected to avoid cross-contamination - all staff handling food should have **food safety training.**

- Linen should be laundered **between use by different children**, and/or when soiled, and at least weekly. Dry on the washing line if you can, as the sunlight kills germs. If this is not possible, use a tumble-drier. Each child's bedclothes, clothes and belongings should be kept separate.
- Soft toys, dressing up clothes and soft furnishings should be laundered regularly or whenever soiled.
- Outdoor play equipment should be cleaned and disinfected regularly. Some artificial grass surfaces can be disinfected with hypochlorite bleach- check with your supplier.

Cleaning

- Clean first before disinfecting, to allow disinfectants to work. Soaps, detergents, scourers (e.g. Jif, Ajax, Spray'n'Wipe) and hot water help with cleaning, but do not disinfect. Scrubbing is also effective.

Disinfecting

- Household bleaches (e.g. Janola, White Magic etc.) are sold in different strengths (usually 2%-5% hypochlorite) that are written on the label.
- Dilute the bleach with water to make a **0.5% hypochlorite** solution (see instructions attached).
- **Saturate** the area to be disinfected with the hypochlorite solution.
- **Leave** the solution on the area **for as long as possible**, preferably 30 minutes.
- **Wash off** the solution thoroughly with copious amounts of water, so that children and staff are not exposed to residual bleach solution. (Use a hose if outside).
- If a toilet cleaner is used, use a product that contains at least 0.5% hypochlorite.

Safety Tips

- **Never** mix chemicals as toxic gases can be produced.
- Be aware that bleach irritates the nose, lungs and skin, and some people are particularly sensitive.
- Wear gloves, particularly if handling undiluted bleach.
- Store disinfectants and diluted disinfectants safely and label them properly.

Outbreaks

- You can reduce the likelihood of outbreaks of disease at the centre by following cleaning schedules, excluding children who are unwell, encouraging hand-washing, hand-drying and other infection control practices. However, sometimes outbreaks may occur despite following good practice.
- During and following an outbreak of a communicable disease, we may ask you to increase the frequency of cleaning or disinfecting, or the strength or type of disinfectant used.

Disinfecting Sand and Sandpits

- There are no effective means of disinfecting sand. Methods that use household bleach or salt are ineffective.
- To protect the health of children, all sand that is contaminated, or suspected to be contaminated, must be discarded using your usual refuse disposal procedures.
- Sandpits should be protected with a tight-fitting cover, and the sandpit must be raked at least daily (and preferably before and after each use) to ensure hazards (such as glass, animal droppings) can be removed.
- The Ministry of Education can provide more detailed advice about design, construction and maintenance of sandpits.

Bleach containing 4% hypochlorite¹

1. Diluted disinfectant solution must be **made up fresh each day**, or it may not work. Check that the bleach is not past its **use-by date**.
2. A (500ml) container should be labelled "0.5% bleach solution" and "Keep out of reach of children". **Check the label** has not faded or come off, and that the **container is not damaged or perished**.

¹ Most bleach products available at supermarkets contain about 4% hypochlorite.

3. **Wear gloves** when handling bleach, particularly undiluted bleach. Bleach may irritate the nose, lungs and skin, or damage clothing. **Never mix chemicals**, as toxic gases can be produced.
4. Fill the container with **50ml of bleach** using a measuring cup to measure the bleach first.
Suggestion: Mark the container with permanent marker for next time.
5. **Add 350ml of water** (measured with a measuring cup), or up to the 400ml mark if the container has one. *Suggestion: Mark the container at the 400ml mark.*
6. Put the **cap tightly** on the container and mix gently and carefully.
7. **Bleach solution must be kept out of reach of children.** Undiluted bleach must be stored in a childproof area (e.g. inside a locked cupboard), and away from light and heat (which can reduce its effectiveness).
8. **The end of the day, discard all remaining bleach solution.** *Suggestion: Use the leftover bleach for soaking toys while completing other tasks at the end of the day.*

Bleach containing other concentrations of hypochlorite

Follow the above instructions, but alter the quantities of bleach and water according to the following table:

Strength of bleach		Quantity of bleach	Quantity of water	Total volume of diluted solution
% hypochlorite	g/l hypochlorite			
0.5% ²	0.5g/l	Use undiluted	Nil	Use undiluted
2 %	2 g/l	100 ml	300 ml	400 ml
3 %	3 g/l	50 ml	250 ml	300 ml
4 %	4 g/l	50 ml	350 ml (as above)	400 ml (as above)
5 %	5 g/l	50 ml	450 ml	500 ml

² Recently 0.5% hypochlorite solution has become available for use undiluted (straight from the bottle). Check for a manufacturer's assurance that the concentration will not vary significant or reduce over time to less than 0.5%.

Appendix 21

Link to lead and lead paint resource

<http://www.healthed.govt.nz/resources/search-resources.aspx?search=lead>

Appendix 22

Link to asbestos resources

<http://www.healthed.govt.nz/resources/search-resources.aspx?search=lead>

Appendix 23

Link to Hazardous Substances and New Organisms Act 1996

http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html?search=ts_act_Hazardous&sr=1

Appendix 24

Links to surrounding environment information:

- ARPHS Position Statement on Air Quality and Early Childhood Education
<http://www.arphs.govt.nz/Position%20Statements> – NB the Position Statement is not available pending receipt of policy advice from the Ministry of Health (21 May 2009).
- Noise:
http://www.arphs.govt.nz/Healthy_Environments/downloads/ECC_Guidelines_Values_Noise.pdf
- Contaminated land: http://www.arphs.co.nz/Healthy_Environments/contaminated_sites.asp

Appendix 25

Link to Traffic Regulations 1976

http://www.legislation.govt.nz/regulation/public/1976/0227/latest/DLM50038.html?search=ts_regulation_traffic&sr=1

Appendix 26

Link to New Zealand Food Safety Authority, Information for Early Childhood Centres

<http://www.nzfsa.govt.nz/policy-law/projects/domestic-food-review/early-childhood-centres/>