

Auckland Regional Public Health Service

Rātonga Hauora ā Iwi o Tamaki Makaurau



Working with the people of Auckland, Counties Manukau and Waitemata

Health and Safety Self Audit Tool for Early Childhood Centres

This self-audit tool has been devised to complement “*Health & Safety Guidelines for Early Childhood Centres*” (hereafter referred to as the “Guidelines”) and other recommendations. It is intended to assist early childhood management and staff to identify and address health and safety issues relating to children at the centre. The relevant section of the “Guidelines” appears beside each topic. For example, when answering nutrition questions refer to section 3.1 for information on the child nutrition requirements set by the Ministry of Health.

If the centre is applying to the Ministry of Education for a number of licenses for the one centre, you will need to complete a separate self audit tool for each one.

The self audit tool will be assessed by a Health Protection Officer during a visit to the centre. The Health Protection Officer will also require copies of centre policies and procedures that relate to child health and safety. A list of required policies and procedures is included as an appendix to the “Guidelines”. These documents should reflect the information provided in “*Nga Kupu Oranga*”, a health and safety resource for early childhood services provided by the Ministry of Health.

For more information please refer to the “***Health & Safety Guidelines for Early Childhood Centres***” (Auckland Regional Public Health Services) and “*Nga Kupu Oranga*” (Ministry of Health).

Name of Centre:	
Address:	Postal Address:
Phone Number:	Fax Number: Email:
Licensee:	
Contact Person: (if different)	
Licence Status:	Unlicensed <input type="checkbox"/> Provisional <input type="checkbox"/> Full <input type="checkbox"/>
Type of Licence:	Sessional <input type="checkbox"/> All day <input type="checkbox"/>
Number of Staff:	
Number of Children:	Total: Under Two Years:
Days Open per Week	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Hours Open:	

BUILDING SERVICES (see the Guidelines (G) Section (S) 2)

Water Supply (G S2.1)

For those centres **not** on a reticulated (Council) water supply, such as rainwater or bore water, please state what water source(s), water treatment and monitoring is provided for all water used at the centre (please detail).

Sewage Disposal (G S2.2)

Sewage, wastewater and storm water must be inaccessible to children. Where are the gully traps & drains located?

Is the centre connected to the city sewage services? (if yes; please move to the next section)

If not; please explain how the disposal fields and septic tanks (or similar) are made inaccessible to children?

What is the management policy for the sewage disposal system?

Gas Bottles (G S2.3)

Does the premise use gas bottles?

Has the gas fitting work been done by a registered gas fitter? Please provide their name and credentials.

Describe the procedures for use and storage?

Electrical Safety (G S2.4)

How have the power points accessible to children been made child safe?

What is your audit programme to ensure safety plugs are fitted correctly? (Please provide audit records at visit).

Refuse Storage and Rubbish (G S2.5)

What arrangements have been made for the storage and removal of refuse?

Describe how refuse is inaccessible to children, cats, dogs and rodents?

Air Conditioning Units (G S2.6)

What is the maintenance plan for air-conditioning units?

FOOD AND NUTRITION (G S3)

Nutrition (G S3.1)

How is drinking water made readily accessible to children?

What is the centre's nutrition policy? (please provide a copy)

Provide an example of the menu if the centre provides food.

Food Safety (G S3.2)

Who are the staff member(s) responsible for preparing food?

Have they received food hygiene/food safety training? Please provide evidence.

What type of meals does the centre provide for the children?

Where are perishable foods stored? (if applicable)

Where are children's lunch boxes stored? (if applicable)

How is the refrigerator temperature monitored to make sure it is <4°C? Is this logged regularly as part of a monitoring programme? Please provide evidence.

Kitchen Facilities (G S3.2.1)

Is there a hand washing basin in the kitchen equipped with warm water, nailbrush and liquid soap and paper towel dispensers?

What types of appliances are available?

What controls are in place to prevent children entering the kitchen?

How are children who do enter kitchen kept safe from elements, jug cords, cleaning chemicals, detergents etc?

Dishwashing (G S3.2.2)

What level of food provision is provided at the centre (none, limited, full food)?

What method is used for dish washing?

Floors and Surfaces (G S3.2.3)

Are the floors and surfaces suitable and easy to clean?

Provide a copy of the kitchen cleaning schedule. Is this clearly displayed in the kitchen?

SAFETY AND THE PHYSICAL ENVIRONMENT (G S4)**Lighting (G S4.1.2)**

Is sufficient and suitable lighting provided in all areas? What types of lighting?

Ventilation (G S4.1.3)

Is ventilation adequate in all areas? Describe ventilation sources (both mechanical and natural).

Heating (S4.1.4)

What type of heating is provided and how is temperature monitored in the areas used by children?

How have heating devices been made inaccessible to children?

Noise (G S4.1.5)

List the main sources of internal and external noise at the centre.

How is noise (generated by children or from outside the premises) monitored, addressed and managed?

Water temperature (G S4.1.6)

What is the temperature of water at the:

- Kitchen taps
- Hot water cylinder
- Art sink
- Cleaners sink
- Children's hand wash basins

POOLS AND PADDLING POOLS (G S4.2)**Fencing (G S4.2.1)**

Is the fencing around the centre secure? What type and height is the fencing?

Explain what precautions are in place to ensure gates are inaccessible to children and not left open.

Are pools, ponds, streams etc adequately fenced and inaccessible to children?

How are children supervised when using pools and paddling pools?

Swimming Pool Water Quality (G S4.2.2)

What is the maintenance and servicing plan of the swimming pool?

Does swimming pool water quality meet NZ Standards for pool water quality?

PLAY AREA SAFETY; INTERNAL – EXTERNAL (G S4.3)

Poisonous Plants (G S4.4)

Has the property been checked for poisonous plants? Were any identified? If yes, what action was taken?

How are they inaccessible to children?

Is there a monitoring plan that includes monthly checks for poisonous plants? Please provide a copy.

Sandpits (G S4.5)

Does the sandpit have a suitable cover (refer ECD (Early Childhood Development) guidelines)?

Has the sandpit been constructed in accordance with ECD Guidelines?

How often is the sand raked? What happens to contaminated sand?

Provide a copy of the centre's sand pit policy.

Windows (G S4.6)

Is safety glass installed in windows (extending below 0.8m or otherwise accessible to children) and doors? (If NZ Safety symbol is not displayed on glass, we will expect to see documentation verifying compliance with NZ Standards).

Have stickers been placed on the glass at adult and child height?

Dangerous Objects (G S4.7)

Have trip hazards been identified and remedied? Provide a copy of the centre's hazard identification register.

How are large and/or heavy objects/furniture secured to prevent these falling onto children?

What devices have been attached to any windows that open over decks or ramps, to prevent injuries on the window casements?

Is there a procedure to ensure that toys are safe, easy to clean, not excessively noisy and free of lead paint? Please provide details.

How is learning equipment that may be hazardous (such as woodwork equipment, scissors and staples) made inaccessible to children when not in use?

What type of safe fall areas are provided around equipment children can climb on (>0.5m)?

If **bark** chips are used as a safe fall:

- Have ECD guidelines been followed in installation?
- How often is it checked for hazards and redistributed to ensure it is always at least 200mm deep?
- How are maintenance procedures consistent with ECD recommendations?

If another safe fall surface has been installed, which New Zealand Standard does it comply with?

What are the procedures for inspecting the outside environment for dangerous items? (I.e. damaged play equipment, protruding nails and bolts, glass). Provide a copy of the checklist.

What non-slip surfaces are provided and maintained on decking, ramps, and steps?

First Aid (G S4.8)

Where is the first aid kit located? Is it near a water source?

How is the first aid kit inaccessible to children?

Is the first aid kit complete? What is the maintenance plan? (i.e. checks for completeness and expired contents)

Where is the accident register & medicines register kept? What is the maintenance

plan?

Who is the person responsible for maintaining the first aid kit?

List staff member(s) holding current first aid certificates (please include the type of certificate):

Pest and Vermin Control (G S4.9)

What measures does the centre have in place to prevent pest/vermin infestations?

HOUSE KEEPING (G S5)

General Cleaning (G S5.1)

What is the procedure for the cleaning and disinfecting of the premises, including toys? Provide a copy of the cleaning schedule.

What cleaning products do you use in each area?

Toilet Hygiene (G S5.2)

What is the cleaning procedure for the toilet area and bathroom? Provide a copy of the bathroom cleaning schedule.

Sink Cleaning (G S5.3)

Is the cleaner's sink of adequate size? What temperature is the hot water?

Where is cleaning equipment stored?

How are these items inaccessible to children?

Art Sink (G S5.3.1)

Does the centre have an art sink? Where is it located?

Is it accessible to the children? If yes what is the water temperature?

If the art and cleaners sinks are the same – what is the cleaning schedule for the sink?

Laundry Facilities (G S5.4)

What laundry facilities are provided?

What is the procedure for the handling and storage of clean and soiled linen?
Provide a copy of the laundry policy.

How is it inaccessible to children?

Sleeping Facilities and Bedding (G S5.5)

Where do the children sleep? Please provide details of the sleeping facilities:

- Floor area per sleeping space
- Ventilation during use
- Noise levels
- Supervision
- Ease of staff access
- Heating

How is each child's linen kept separate from other children's linen?

How are mattresses made impervious to moisture?

If cots are provided:

- How many?
- Have these been tested for lead containing paint?
- If lead-containing paint was present, what course of action has been taken?
- Are cots safe and easy to clean?

Provide a copy of the centre's sleeping policy.

DISEASE PREVENTION (G S6)

Exclusion and Isolation (G S6.1)

What is the procedure for the temporary isolation of sick children? Where are they isolated?

What is the exclusion policy for children and staff who are unwell?

Immunisation and Health Information (G S6.2)

How are immunisation records kept and maintained?

How are relevant health records such as allergies, food intolerances, and medical conditions noted, communicated and kept up-to-date?

Toilets and Hand Wash Basins (G S6.3)

Do toilets/nappy changing areas have ready access to hand wash basin?

How many hand wash basins are available for the children?

- Can children easily reach the taps?
- Are they supplied with warm water?
- Is liquid soap provided at each wash hand basin?
- What hand drying facilities are provided for children and staff?
- What instructions are provided for children to remind them to wash their hands?

What is the temperature of the hot water in taps children can access?

Are all hot water taps that children have access to at a controlled temperature?

Where are potties and toilet brushes stored? Are they inaccessible to the children?

If supplied, how are potties cleaned? Is there a written policy?

Nappy changing (G S6.4)

What facilities are provided for the washing of soiled children?

How far from the nappy changing area?

Are body wash facilities used for any other purpose?

What nappy changing facilities are provided?

Describe the change pad (shape, waterproof, size etc)

Where are the soiled nappies disposed? Describe the container.

What is the procedure for nappy changing and cleaning & disinfecting of the nappy change area? Please detail and provide a copy of the written policy/procedure.

Is this displayed in a prominent place in the change area?

Animals (G S6.5)

What animals will be kept on the premises?

What are the procedures for caring for and cleaning the animals? Provide a copy of the centre's animal care policy.

How do staff ensure children wash their hands after handling animals?

HARMFUL SUBSTANCES (G S7)

Lead (G S7.1)

If the premise is an existing building, has the building been tested for lead-based paint?

Does the premise use old toys or cots? If so have they been tested for lead-based paint?

Asbestos (G S7.2)

If the premise is an existing building; are you aware of any asbestos?

Chemicals and Medicines (G S7.3 & 7.4)

Where are cleaning chemicals stored?

What cleaning products are used throughout the centre?

How they inaccessible to children?

Where are medicines stored?

How are they inaccessible to children?

Where is the centre's medicine book (including dispensing instructions) kept?

OTHER REQUIREMENTS (G S8)

Sun-care (G S8.1)

What shading is provided for children?

Describe the centre's "sun-safe" policy?

Smoke free Policy (G S8.2)

Describe the centre's smoke free policy?

Is there relevant signage visible?

Emergency Provisions (G S8.3)

What fire safety equipment is in place?

Have the premises been inspected by the local Fire Service? Provide the date of last inspection.

How are all staff trained in the evacuation procedures for various emergencies?

How regularly is the evacuation drill carried out?

What is the approved evacuation plan for children and staff?

Is the evacuation plan clearly displayed in the centre?

Has Civil Defence been notified of the premises? Provide the date.

Surrounding neighbourhood (noise, poor air quality, contaminated land etc.) (G S8.4)

What potential hazards are in the surrounding neighbourhood?

Describe the surrounding neighbourhood i.e residential, industrial, commercial, mixture; the traffic flow; type of road (i.e intersection, residential, main) etc.

Describe any significant local development plans likely to impact on the ECEC environment (local transport, roading, industrial development plans etc.)

Are you aware of any past site usage that may have impacted on the ECEC environment (commercial, agricultural, industrial, imported soil, past use of lead-based paint etc.)? If yes, provide details.

Transport and Outings (G S8.5)

What is the procedure for transporting children during centre hours (e.g. on a field trip)?

Other health and safety issues, general comments or queries:

I _____ (full name) am
the **licensee** of the above centre and have completed this report accurately and fully
to the best of my knowledge.

Signature of Licensee:

Date: