

	<h2>Kingston Beach Educational Care</h2>
<p>Effective: <b>April 2014</b> Next Review:  <b>April 2015</b></p>	<h2>Physical Environment</h2>

### Aims:

To provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it.

### Implementation

Kingston Beach Educational Care will provide a stimulating environment that continually engages children and fosters their learning and development while ensuring their safety and that of educators, families and visitors.

#### Resources and Equipment

The Kingston Beach Educational Care will:

- provide appropriately sized furniture and equipment in the indoor and outdoor settings for the age ranges at the service
- provide sufficient furniture, resources, materials, toys and equipment for the number of children and ensure they are developmentally appropriate
- check that all equipment, including resources, car seats, booster seats etc meets Australian Standards and are assembled when required as per manufacturer's instructions.
- ensure non-fixed play equipment in the grounds is less than one metre high and that educators can adequately supervise children at all times
- place any outdoor climbing equipment, swings or slides on impact absorbing surfaces (soft fall materials)
- select resources and equipment that reflect the cultural diversity of our families, local community and nation, including the culture and diversity of Australia's Indigenous community
- seek feedback from parents and families about our resources and equipment
- advise educators about the purchase of new equipment. Prepare an ongoing prioritised maintenance plan for the service, ensure implementation of the plan throughout the year. Organise maintenance systems (eg checklists, logs, building and equipment records).

Educators will:

- provide a list of equipment or resources which need maintenance to the Co-Directors or WHS Committee.
- introduce children to new resources and equipment, and teach them how to use and care for them appropriately

- store equipment that should only be used under supervision in a secure place
- allow children to use a trampoline only when they are directly supervised
- regularly check equipment and resources to ensure it is clean and safe
- ensure they comply with cleaning schedules for resources and equipment

### **Facilities**

Kingston beach Educational Care will:

- provide adequate, sufficient and accessible facilities for hand-washing, toileting, eating and sleeping. Children are supported and assisted to utilise Toileting and hand-washing facilities.
- provide adequate, sufficient and hygienic facilities for nappy changing which are inaccessible to children if they are not directly supervised, and providing at least 1 properly constructed nappy changing bench for children under 3 years of age
- provide access to clean drinking water in our indoor and outdoor environments
- providing secure and hygienic laundry facilities
- ensure that the premises and grounds comply with building regulations (Local, State and Federal Government) and the Building Code of Australia in relation to fire, ventilation, lighting and safety glass
- provide appropriate and hygienic areas for food preparation
- complete a Building Safety Checklist ( Essential Services Log Book) of the premises and ensuring th
- implement management plans to ensure the safety of educators, children, families and visitors if the service undertakes major renovations
- ensure there are at least 3.25 square metres of unencumbered indoor space for each child at the service (does not include passageways, bathrooms, food preparation areas, staff or administrative rooms, storage areas, kitchens unless primarily used by children as part of the program and any space not suitable for children)
- ensure there are at least 7 square metres of unencumbered outdoor space for each child at the service (does not include areas like thoroughfares, car parks and storage sheds)

Indoor and outdoor space requirements do not apply to children being educated and cared for in:

- an emergency for no more than two consecutive days the Service operates, or
- exceptional circumstances where all the children are siblings in the same family, or the child is in need of protection under a child protection order.

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### **Environment**

Kingston Beach Educational Care will:

- include natural elements like plants, trees, gardens, rock, mud and water
- provide adequate shading
- adequately fence the environment.
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air
- include elements that challenge children and encourage appropriate risk taking for the child's developmental level
- incorporate specific requirements to promote inclusive practices.
- incorporate sustainable practices which develop environmental responsibility

- ensure elements in the environment encourage children to explore, solve problems, create, construct and engage in critical thinking

### **Layout**

Kingston Beach Educational Care will:

- organise the environment so children, educators and visitors can move around without disrupting children's activities
- create spaces which encourage collaborative learning through group interactions and one-on-one interactions
- create areas where children can engage in quiet, restful or independent activities
- establish the environment so children can be adequately supervised at all times
- provide space for administrative functions, consultation with children's parents and private conversations

### **Activities**

Kingston Beach Educational Care will:

- undertake risk assessments to ensure risk is minimised or eliminated at all times
- engage children in a wide variety of indoor and outdoor experiences
- discuss safety issues with children (eg using toys or equipment) and involving children in rule setting to minimise or eliminate safety risks.
- cover unused power points with safety caps, securing all electrical cords and ensuring all power-boards are inaccessible to children
- provide families with the latest child-related safety information

### **Children's Groupings**

It is important that children have opportunities to interact with other children and educators in group situations. This contributes to their learning and development and helps children to develop respectful and positive relationships. When forming groups, the Co-Directors and educators will consider whether the size and composition of the group is appropriate by considering whether children:

- are settled
- develop secure relationships with educators and positive relationships with peers.

The Co-Directors and educators will:

- base childrens' rooms and groupings on their age and/or development
- provide times which enable children to interact with children and educators from other rooms.

### **Safety Checks**

To ensure the safety of all children and educators, the Co-Directors and Educators will ensure the following safety checks are carried out:

- a daily inspection of the premises ( use the Indoor and Outdoor Daily Safety Checklists attached to the policy) to ensure the service is safe, secure and hygienic, and there are no dangerous objects on the premises or service grounds, for example sharps or poisonous flora and fauna, including a check of:
  - perimeters
  - fences

- gates
- paths
- buildings
- all rooms accessible to children
- fixed equipment

Educators will wear gloves and use tongs to pick up any sharp objects (eg syringes) and notify the responsible person. The responsible person will arrange for safe disposal of the item. Any maintenance required will be immediately reported to the Co-Directors, Office administration staff or the WHS Committee, who will make the appropriate arrangements to have repairs carried out.

- regular pest inspections by an accredited pest control company. Any recommendations made by the company will be implemented if they will not compromise the health and safety of children and adults.

Kingston Beach Educational care will keep records of pest inspections and findings, and records to verify completion of safety checks.

### **Cleaning of Buildings, Premises, Furniture and Equipment**

To ensure that cleaning is carried out regularly and thoroughly and the environment, resources and equipment are hygienic, the Co-Directors will ensure educators and other staff:

- implement structured cleaning schedules (attached to the policy) to ensure that all cleaning is carried out regularly and thoroughly so that the service environment, resources and equipment are hygienic.
- use the least dangerous cleaning substance possible
- use colour-coded sponges to eliminate cross-contamination of different areas
- wash and dry hands after cleaning before returning to the children
- clean and dry, cleaning equipment between uses so germs can't multiply on the equipment.
- store cleaning equipment securely
- wash dress-up and play clothes regularly in hot water and detergent
- clean the service at the end of each day and throughout the day as the need arises
- clean up accidents and spills as quickly as possible.

### **Use of Detergents and Disinfectants**

Kingston Beach Educational Care uses "Enviroclean" (a natural blend of Sanitiser and detergent) to clean all surfaces.

### **Clothing**

Educators will be encouraged:

- to wash their clothing daily
- to have a change of clothes available in case of accidents.

### **Toys**

To avoid the spread of disease, educators will:

- wash mouthed toys at the end of each day, especially in younger children's rooms

- immediately remove a toy that has been sneezed on, mouthed, soiled or discarded after play by a child who has been unwell, so it can be washed at the end of the day
- wash toys in warm water and detergent (many can be washed in a dishwasher but not at the same time as dishes) and rinse in clean water
- use a toothbrush or other tool to clean difficult to reach areas eg corners.
- take care cleaning toys that cannot be immersed in water eg wooden toys, rattles, toys with paper and cardboard and books, and wipe with a damp cloth and environment
- thoroughly dry toys and books before returning to use. All, toys, including cloth toys and books can be dried by sunlight. Items like LEGO and construction blocks can also be left to drain on a clean tea-towel overnight
- regularly clean ride-on vehicles and outdoor toys.

### **Play Dough**

To reduce the risk of spreading infections, educators will:

- store play dough in an airtight container
- make a new batch of play dough each week
- discard play dough at the end of each day if there is an outbreak of vomiting and/or diarrhoea.

### **Packing Toys Away**

Educators will:

- ensure all toys are packed /stored away in appropriate baskets or containers, accounting for all pieces.
- complete puzzles before packing away if possible.

### **Hazardous Substances**

When **purchasing** dangerous chemicals, substances, medicines or equipment, the Kingston Beach Educational Care will:

- select and use the least hazardous substance or equipment
- only select substances which have child resistant lids or caps
- ensure dangerous substances/chemicals are supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet
- ensure educators adhere to the manufacturer's instructions for use, storage, and first aid recorded on the SDS
- keep a register of all hazardous chemicals, and first aid instructions and the current SDS. The register will be readily accessible.

When **using** dangerous chemicals, substances, medicines or equipment, educators will:

- ensure the child resistant lids or caps are properly closed after use
- adhere at all times to manufacturer's advice and instructions (eg follow advice for products which need to be stored in a refrigerated environment)
- wear appropriate personal protective clothing recommended on the manufacturer's instructions.

When **storing** dangerous chemicals, substances, medicines or equipment, educators will:

- store all dangerous substances in their original containers

- keep all labels and/or use by dates intact at all times
- dispose of (without using) any dangerous substance not stored in the original container, or with destroyed labels and/or unknown use by dates. Disposal will be safe and in line with local council guidelines. Containers will not be reused under any circumstances
- lock all dangerous substances and equipment, including cleaning materials, detergents, toiletries poisons, dangerous tools and equipment with sharp and razor edges, in a place or facility which is labelled, secure and inaccessible to children.
- dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, are not stored on our premises
- store any dangerous substances that need to be refrigerated in a labelled, locked container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children
- wear appropriate personal protective clothing recommended on the manufacturer's instructions.

### **First Aid**

Kingston Beach Educational Care will:

- seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred by calling the Poisons Information Line on 131126 or Ambulance service on 000
- immediately ring the emergency services on 000 if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard
- implement the first aid procedures in the Incident, Injury, Trauma and Illness Policy, and if required the emergency procedures in the Emergency Management and Evacuation Policy, if a child or any other person is injured by a chemical, substance or equipment .

### **Other requirements**

Kingston Beach Educational Care will:

- notify the appropriate Workplace Health and Safety Authority if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard or a child or any other person is seriously injured by a chemical, substance or equipment (refer Work Health and Safety Policy).
- regularly implement the Poison Safety Checklist attached to this policy to ensure we protect the health and safety of all children and adults at the service.

### **Kitchens**

Kingston Beach Educational Care will ensure:

- children cannot gain access to any harmful substance, equipment or facility
- a door, half-gate or other barrier prevents unsupervised entry by children into the kitchen
- the preparation of children's bottles is both safe and hygienic at all times and separate from nappy change area.

## Laundry

- The laundry area includes a washing machine with hot & cold water supply for the laundering of soiled clothes that have not been taken home, linen, face washers, bibs, hats and dress up clothes.
- Kingston Beach Educational Care uses an off-site laundry to wash the majority of the children's bedding. These are stored in a bag to ensure they do not come into contact with anything else.
- Items returned to a child's home for laundering will have soiling removed, will be stored securely and will not be placed in a child's bag in contact with personal items. Educators will advise families that there are soiled clothes in their child's bag.

## Water Safety

Kingston Beach Educational Care understands the risks that water based activities pose and will undertake measures to protect the health and safety of all children involved in water based activities. During the warmer months Water Play is a valuable sensory experience to provide to children.

Water Play activities provided by Kingston Beach Educational Care include:

- Soaker hose through the trees or on the ground.
- Sprinkler
- Raised water play troughs
- Watering the garden
- Water added to sand

While providing Water play experiences Kingston Beach Educational care ensures:

- appropriate educator/child ratios are in place and adequate supervision is provided.
- children are closely supervised at all times and children are never left unattended near water.
- When leaving the water play experience; the water will be disposed of into pot plants, vegetable garden are onto other plants throughout the service. All taps will be turned off.

## Visitors

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our service must sign in when they arrive at the service, and sign out when they leave.

## Inspection and testing of electrical equipment

Kingston Beach educational Care ensures that electrical equipment is regularly tested and tagged by an a person holding an approved certification. A record of the testing, in the form of a tag attached to the equipment tested, is kept until the equipment is next tested or disposed of and must specify:

- the name of the tester
- the date and outcome of the testing
- the date on which the next testing must be carried out.

## Fire Equipment

All fire equipment at our service will comply with relevant laws and regulations, council requirements and the Building Code, and be maintained in line with the Australian Standard AS 1851-2012

## Back Care and Manual Handling

Manual handling means any activity requiring the use of force exerted by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.

Manual handling injuries can be the result of incorrect manual handling techniques, overuse, or from accidents. Injuries include back strains, and sprains in other parts of the body such as the neck, arm, shoulder and knee, bruising and lacerations.

Employers and managers have a legal duty to provide safe workplaces and implement safe workplace practices.

## Principles of Preventing Manual Handling Injuries

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.

Kingston Beach Educational Care will:

- provide training in manual handling and back care
- ensure equipment and facilities are designed and maintained to reduce manual handling injuries
- ensure work practices are consistent with safe manual handling guidelines
- ensure educators and staff follow our safe manual handling procedures
- identify, assess and control all risks associated with manual handling

To help prevent manual handling injuries educators and staff will:

- kneel rather than bend down eg to help a child put their shoes on
- sit rather than bend eg to comfort a child, educators will sit on the floor and encourage the child to sit on their lap
- where possible sit in an appropriate sized chair (or on the floor) so their upper legs are horizontal to hips and feet flat on the floor
- sit in an appropriate sized chair and table to complete writing tasks (eg programming)
- carry children with one arm under the child's buttocks and the other arm supporting the child's back, with the child facing them as close as possible to their body
- not carry a child on their hip because this can strain the back, and only carry children when necessary
- lift safely and avoid twisting, especially with awkward loads
- lift a child out of a cot by leaning against the cot and raising the child as close as possible to their body. Educators and staff will not stretch over and lift
- help larger children to climb up steps/ladder provided to change table



- use a step ladder to reach above shoulder level
- avoid extended reaching forward eg leaning into low equipment boxes
- share the load if the equipment is heavy, long or awkward
- ask for help and organise a team lift when sliding, pulling or pushing equipment that is not easy to move e.g. trestles or gym mats
- rearrange surroundings to meet the needs of both children and adults where possible
- use equipment and furniture that can be moved around as safely and easily as possible
- store seldom-used objects up high between the shoulder-to-raised arm height
- avoid storing objects between a person's knuckles and the floor
- use mechanical aids like ladders and trolleys where possible to avoid lifting and stretching
- Reduce accidents by implementing good housekeeping practices including ensuring:
  - the floors and other walking surfaces are uncluttered, even and non-slippery
  - the environment is tidy
  - there is adequate space to work
  - equipment is maintained regularly
  - lighting is adequate.

### **How to Lift Safely**

1. Place your feet in astride position
2. Keep your breastbone as elevated as possible
3. Bend your knees
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity i.e. around your navel
6. Move your feet not your spine
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own
9. the best height range for handling loads is around waist level
10. the acceptable height for lifting is any point between a person's knuckle and shoulder.

### **Avoid Twisting when Lifting**

To avoid injuries result from twisting educators and staff will:

- move equipment when children are not around
- rearrange storage so that it is easier and safer to replace and remove items
- lift only within the limits of their strength
- use beds and equipment that are easy to move
- ensure they can see where they are going when carrying equipment or children
- be especially careful when lifting a child with special needs.

### **Organising a Team Lift**

Educators and staff will:

1. Ask a colleague who is willing and able to help, and ideally is fairly well matched with them in size and strength
2. Agree on a plan of action to achieve a coordinated lift
3. Appoint one person as team leader to 'call' the lift.

## National Quality Standards

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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QA3	3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.
	3.2.1	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments.
	3.2.2	Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses

	6.1.2	Families have opportunities to be involved in the service and contribute to service decisions
	6.1.3	Current information about the service is available to families
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing

## National Regulations

Regs	82	Tobacco, drug and alcohol free environment
	99	Children leaving the education and care service premises
	103	Premises, furniture and equipment to be safe, clean and in good repair
	104	Fencing and security
	105	Furniture, materials and equipment
	106	Laundry and hygiene facilities
	107	Space requirements—indoor
	108	Space requirements—outdoor space
	109	Toilet and hygiene facilities
	110	Ventilation and natural light
	111	Administrative space
	112	Nappy change facilities
	113	Outdoor space—natural environment
	114	Outdoor space—shade
	115	Premises designed to facilitate supervision
156	Relationships in groups	

	249	Declared approved services (other than declared approved family day care services)
	251	Declared out of scope services
	345	Swimming pool prohibition
	353	Physical environment requirements

## EYLF

LO2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children become socially responsible and show respect for the environment

LO4	Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
	Children transfer and adapt what they have learned from one context to another
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

## Sources

**Education and Care Services National Regulations 2011**

**Early Years Learning Framework**

**Dangerous Substances (National Code of Practice for the Labelling of Workplace Substances) Code of Practice Approval 2006**

**National Quality Standard**

**Work Health and Safety Act 2012**

**Work Health and Safety Regulation 2012**

**Staying Healthy –Preventing infectious diseases in early childhood education and care services 2012**

**Cancer Council Tasmania (including sample sun protection policy for ECEC services)**

**Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”**

**Work Safe Victoria: Children’s services – occupational health and safety compliance kit**

**Building Code of Australia**

**KidsafeTas**

## Related Policies:

Chemical Spills

Health, Hygiene and Safe Food Policy

Incident, Injury, Trauma and Illness Policy

Relationships with Children Policy

Tobacco, Drug and Alcohol Policy

## Cleaning Schedule

	Wash DAILY plus when visibly soiled	Wash WEEKLY plus When visibly soiled
<b>Bathrooms</b> - wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if visibly dirty	✓	
<b>Toys</b> and objects put in the mouth	✓	
<b>Surfaces</b> the children have frequent contact with eg bench tops, taps, cots and tables	✓	
<b>Cots, linen and mattress covers</b> (if each child does not use the same mattress cover every day)	✓	
<b>Door knobs</b>	✓	
<b>Floors.</b>	✓	
<b>Low shelves</b>		✓
<b>Other surfaces</b> often touched by children		✓