

# Health and Safety Policy

The Starfish Academy Educare Centre (Pty) Ltd - Western Cape, South Africa

## 1. Purpose

The purpose of this Health and Safety Policy is to establish a comprehensive framework for maintaining a safe and healthy environment at The Starfish Academy Educare Centre. This policy is designed to align with the specific health and safety regulations and guidelines applicable in South African Educare settings.

## 2. Commitment to Health and Safety

- 2.1. Management Commitment: The management of The Starfish Academy is committed to providing a safe and healthy environment for all children, staff, and visitors.
- 2.2. Staff Involvement: All staff members are actively involved in promoting and maintaining health and safety standards, with clear roles and responsibilities outlined in this policy.
- 2.3. Continuous Improvement: The health and safety policy will be regularly reviewed and updated to reflect changes in regulations, emerging risks, and the evolving needs of the Educare setting.

## 3. Risk Assessment

- 3.1. Identification of Hazards: Regular risk assessments will be conducted to identify potential hazards in both indoor and outdoor areas, with a focus on activities, equipment, and facilities.
- 3.2. Evaluation of Risks: The identified risks will be evaluated in terms of severity and likelihood, guiding the development of risk mitigation strategies.
- 3.3. Documentation: The findings of risk assessments, along with mitigation strategies, will be documented and made available to all staff members.

## 4. Health and Safety Procedures

- 4.1. Emergency Procedures: Clear and concise emergency procedures will be established, covering scenarios such as fire, medical emergencies, and evacuation. Regular drills will be conducted to ensure preparedness.
- 4.2. First Aid: Adequate first aid facilities and trained personnel will be available on-site, and all staff will be aware of the location of first aid kits and emergency equipment.
- 4.3. Child Supervision: A proper child-to-staff ratio will be maintained during all activities to ensure adequate supervision and promote child safety.
- 4.4. Safety Checks: Regular checks will be conducted on equipment, furniture, and facilities to identify and address any potential safety concerns promptly.

## 5. Hygiene Practices

- 5.1. Hand Hygiene: Strict hand hygiene practices will be implemented, including regular handwashing for both children and staff, especially after toileting and before meals.

5.2. Cleaning Procedures: Proper cleaning protocols will be maintained, with a focus on high-touch surfaces, toys, and educational materials.

## **6. Health and Wellness**

6.1. Immunization: Staff members will be required to provide proof of immunization, and parents will be encouraged to ensure that their children are up to date with vaccinations.

6.2. Illness Reporting: Parents and staff will be educated on the importance of promptly reporting any illness, and exclusion guidelines will be followed to prevent the spread of infectious diseases.

## **7. Health and Safety Training**

7.1. Induction Training: All new staff will undergo induction training on health and safety policies and procedures.

7.2. Regular Training Updates: Ongoing training sessions will be conducted to update staff on any changes to health and safety protocols and to address emerging risks.

## **8. Compliance with Regulations**

This Health and Safety Policy is developed in accordance with the relevant South African regulations governing Educare settings. Compliance with these regulations is mandatory for all staff members.

## **9. Review and Evaluation**

This policy will be subject to regular reviews to ensure its effectiveness and relevance. Feedback from staff, parents, and regulatory authorities will be considered in the review process.

## **10. Communication**

The Health and Safety Policy will be communicated to all staff, parents, and relevant stakeholders. Any updates or revisions will be promptly communicated, and awareness campaigns will be conducted periodically to reinforce key health and safety principles.

## **11. Implementation**

This Health and Safety Policy is effective as of 1 March 2024, and all staff members are expected to adhere to its provisions. Non-compliance may result in disciplinary action in accordance with the Disciplinary Procedure Policy.