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## **Policy Statement**

We aim to provide an environment that is safe with no risk to the health and wellbeing of the children, staff or families. We aim to ensure that all activities undertaken not be potentially hazardous to the wellbeing of anybody and that all hazardous materials will be stored appropriately.

## **Considerations**

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Work health and safety act
- ✓ ACI Policies and Procedures

## **Procedures**

- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff and others will not be used or undertaken while the service is in operation, unless a detailed risk assessment and risk benefit analysis has taken place, outlining the potential risk vs the benefits of taking said risks have been identified and appropriate, manageable steps have are able to be taken to minimise the risk. This needs to receive management's approval before the activity is to take place.
- Should any pests or vermin be identified then staff will ensure that they follow ACI Pest Control Policy at all times to ensure the matter is dealt with appropriately.
- Aerosol cans such as spray paints, hair spray etc., used for specific activities will only be used outside in a well-ventilated area with the use of face masks, and only once a risk assessment has been completed to ensure that any potential risks have been identified and minimised as much as possible.
- All staff will be made aware at orientation, of any potentially dangerous products, which may pose a danger to the children and where these are stored.
- Material Safety Data Sheets (MSDS's) will record hazardous materials and will be kept on file. It is the coordinators responsibility to ensure that these are kept up to date and relevant for the products.
- All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment and medications will be stored in the designated secured area which is inaccessible to the children.
- Staff are responsible for ensuring that these areas remain secure and do not inadvertently provide access to these items by the children.
- Cleaning and hazardous products shall not be stored close to foodstuffs or where storage of these products might contaminate foodstuffs.
- Any cleaning material, chemicals must be used as per manufacturer's instructions on the label, Staff should read the label including the appropriate first aid measures. ACI Hygiene and Cleaning Policy is to be followed at all times.
- Education about dangerous products and their storage can be used to enhance both children's and parent's awareness of the topic. Activities, posters, meetings or newsletters can be undertaken to highlight the issue.

## **Checklist for Staff**

- Wherever possible natural products shall be used for activities and cleaning
- Where chemicals need to be used staff must follow the manufactures instructions and the label.
- If applicable, Staff should be aware of the first aid measures of the product before the children use it.
- If using potentially hazardous materials in an activity then a detailed risk assessment and risk management plan needs to be conducted and approval sought.
- Hazardous materials should be kept away from children and away from food stores.
- When using sprays, chemicals or hazardous material for art, craft or any other activities correct safety equipment must be used, gloves goggles, masks etc. by children and staff to avoid personal injury.



# Hazardous Materials Policy

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 01<sup>st</sup> March 2017**

Hazardous Materials Policy is to be reviewed by the 01<sup>st</sup> March 2021