



EARLY CHILDHOOD EDUCATION CENTRE HEALTH ASSESSMENT FORM

HEALTH ASSESSMENT REPORT FOR CENTRE-BASED ECE SERVICES

Name of centre:

Health assessment relates to:

- Application for new centre
 Complaint investigation
 Other: _____

Address:

Licence Class (circle one):

Sessional/All-day/Mixed

Phone:

Service Provision (circle one):

Fax:

Parent-led/Teacher-led/Mixed

Email:

Service Provider Contact Person:

Number of Children enrolled:

Under 2: _____

Over 2: _____

Date of Visit:

Number of Staff:

Male: _____

Female: _____

Section 1: Health Assessment Visit Checklist

The regulatory requirements to be assessed during the licensing visit have been grouped here by 'topic/area' in an order that is intended to make the most efficient use of everyone's time. The order in which this section is filled out should be varied to suit the layout/operation of an individual service, or the availability of key people at the service to participate in discussions. In most cases, the requirements are reproduced in their entirety. However, there are a few instances where regulations or criteria have been paraphrased and/or split between different sections of this document in order to facilitate the licensing assessment process. Public health unit staff need to ensure that any written communication with the service provider arising from this health assessment accurately quotes the relevant regulation and/or criterion.

NOTE: A hash symbol (#) indicates a requirement upon which a service provider may be required under regulation 55 to obtain a report from the public health unit of the District Health Board

A sun symbol (☀) indicates a requirement that may be located outside the licensed premises if services can demonstrate they have adequate access to the required facilities. Adequate access in this context means that the facility:

- i) can perform its function to the same level as if it were located on the premises;
- ii) can be used by the service whenever they require it;
- iii) is located close enough to the premises to ensure that people who need to use it can do so without difficulty, taking into account distance and comfort (such as not getting wet in bad weather); and
- iv) if it is to be used by children, may be used by them in a manner that ensures their safety, supervision, and dignity can be assured.

Assessment outcomes

There will be some criteria that will be assessed for the likelihood of the service complying (likely to comply) with the regulations; this is because in some instances full compliance cannot be checked until the service is operating with children attending (e.g. nappy changing procedure (HS 3)).

Other criteria do not need to have the children attending the service for full compliance to be checked (e.g. laundry facilities (HS 2)).

How to complete this assessment template

For each criteria that is assessed as 'likely to comply' or 'fully complies' place a tick (✓) or write 'yes' in the **YES** column next to the relevant criterion. For each criterion that is not 'likely to comply' or 'does not comply' place a tick (✓) or write 'no' in the **NO** column next to the relevant criterion. Record your recommended action, to be taken by the service, to achieve compliance and the date this needs to be completed by.

Play area(s)

Regulations/Criterion	Met		Comments
	Yes	No	
<p>Reg 45/PF12 # Parts of the building or buildings used by children have:</p> <ul style="list-style-type: none"> • lighting (natural or artificial) that is appropriate to the activities offered or purpose of each area; • adequate ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas); • a safe and effective means of maintaining room temperature of no lower than 16°C; and • acoustic absorption materials if necessary to reduce noise levels that may negatively affect children's learning or wellbeing. 			
<p>Reg 46/HS15 # All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.</p>			
<p>Reg 46/HS24 # Rooms used by children are kept at a comfortable temperature no lower than 16°C (at 500mm above the floor) while children are attending.</p>			
<p>Reg 45/PF10 # There are facilities (other than those required for PF26) or alternative arrangements available for the preparation and cleaning up of paint and other art materials.</p>			
<p>Reg 46/HS16 # Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained.</p>			

Kitchen/dining area

Regulations/Criterion	Met		Comments
	Yes	No	
Reg 46/HS21 # An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.			
Reg 45/PF16 # There are facilities for the hygienic preparation, storage and/or serving of food and drink that contain: <ul style="list-style-type: none"> • a means of keeping perishable food at a temperature at or below 4°C and protected from vermin and insects; • a means of cooking and/or heating food; • a means of hygienically washing dishes; • a sink connected to a hot water supply; • storage; and • food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition. 			
Reg 46/HS19 # Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity, and quality to meet these needs. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.			
Reg 46/HS20 # Food is prepared, served, and stored hygienically.			

Toilet/Handwashing area(s)

Regulations/Criterion	Met		Comments
	Yes	No	
Reg 45/PF20 # Toilet and associated hand washing/drying facilities intended for use by children are: <ul style="list-style-type: none"> • designed and located to allow children capable of independent toileting to access them safely without adult help; and • adequately separated from areas of the service used for play or food preparation to prevent the spread of infection. 			
Reg 45/PF21 # There is means of drying hands for children and adults that prevents the spread of infection.			
Reg 46/HS13 # The temperature of warm water delivered from taps that are accessible to children is no higher than 40°C, and comfortable for children at the centre to use.			
Reg 45/PF24 # A tempering valve or other accurate means of limiting hot water temperature is installed for the requirements of criterion HS13 to be met.			

Nappy change area/Body wash area

Regulations/Criterion	Met		Comments
	Yes	No	
<p>Reg 45/PF25 # There are nappy changing facilities of rigid and stable construction that can be kept hygienically clean. These facilities are located in a designated area near to handwashing facilities, and are adequately separated from areas of the service used for play or food preparation to prevent the spread of infection. The design, construction, and location of the facilities ensure that:</p> <ul style="list-style-type: none"> • they are safe and appropriate for the age/weight and number of children needing to use them; • children's independence can be fostered as appropriate; • children's dignity and right to privacy is respected; • some visibility from another area of the service is possible; and • occupational health and safety for staff is maximised. 			
<p>Reg 45/PF26 # NEW CENTRES AND EXISTING ALL-DAY CENTRES ONLY: There is a plumbing fixture (a minimum of a bath) for washing sick or soiled children.</p>			
<p>REG 45 PF 26 # There are suitable facilities provided for washing sick or soiled children and a procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children.</p> <p>Documentation required A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick or soiled children.</p>			
<p>Reg 46/HS3 # Nappy changing procedure is displayed near the nappy changing facilities and consistently implemented.</p>			

Child Health

Regulations/Criterion	Met		Comments
	Yes	No	
<p>Reg 45/PF27 # There is space (away from where food is stored, prepared, or eaten) where a sick child can:</p> <ul style="list-style-type: none"> • be temporarily kept at a safe distance from other children (to prevent cross-infection); • lie down comfortably; and • be supervised. 			
<p>Reg 45/HS26 # All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.</p> <p>Specifically:</p> <ul style="list-style-type: none"> • the action specified in Appendix 2 of the licensing criteria is taken for any person (adult or child) suffering from particular infectious diseases; and • children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care 			

of a parent or other person authorised to collect the child without delay.			
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Sleep area(s)

Regulations/Criterion	Met		Comments
	Yes	No	
<p>Reg 46/HS10 # Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are arranged and spaced when in use so that:</p> <ul style="list-style-type: none"> • adults have clear access to at least one side (meaning the length, not the width); • the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and • children able to sit or stand can do so safely as they wake. 			
<p>Reg 46/HS11 # If not permanently set up, furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) and bedding is hygienically stored when not in use.</p>			
<p>Reg 45/PF29 # Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are of a size that allows children using them to lie flat, and are of a design to ensure their safety.</p>			
<p>Reg 45/PF30 # Furniture and items intended for children to sleep (such as cots, beds, stretchers, or mattresses) that will be used by more than one child over time are securely covered with or made of a non-porous material (that is, a material that does not allow liquid to pass through it) that:</p> <ul style="list-style-type: none"> • protects them from becoming soiled; • allows for easy cleaning (or its disposable); and • does not present a suffocation hazard to children 			

Whole of premises

Regulations/Criterion	Met		Comments
	Yes	No	
<p>Reg 46/HS1 # Premises, furniture, furnishings, fittings, equipment, and materials are kept safe, hygienic and maintained in good condition. [this includes appropriate use of detergents and disinfectants (eg bleach)]</p>			
<p>Reg 46/HS2 # Linen used by children or adults is hygienically laundered (including procedure)</p>			
<p>Reg 45/PF6 # Floor surfaces are durable, safe, and suitable for the range of activities to be carried out at the service (including wet and messy play), and can easily be kept clean.</p>			
<p>Reg 46/HS13 # The temperature of warm water delivered from taps that are accessible to children is no higher than 40°C and comfortable for children at the centre to use.</p>			
<p>Reg 46/HS14 # Water stored in any hot water cylinder is kept at a temperature of at least 60°C.</p>			

APPENDIX 3: HEALTH ASSESSMENT REPORT TEMPLATE FOR CENTRE BASED ECE SERVICES

Thank you for the opportunity to visit your centre. All applicable regulations and criteria have been reviewed with your contact person during the health assessment visit.

Any regulation/criterion that is unlikely to be complied with or was not complied with at the time of the visit are recorded below with comments outlining what needs to be done to achieve compliance. This information will help to inform the Ministry of Education’s decision regarding your application for a licence to operate.

1. Outstanding Requirements to be met

These are areas where your centre has yet to, or is unlikely to meet the requirements of the licensing criteria.

Criterion	Action required to comply

2. Recommendations for improving practice

The following advice will assist your centre to continue to comply with the Ministry of Education regulations.

3. Public Health Information

NOTE: This section is optional and can be completed at the discretion of the designated officer completing this report.

The following is additional public health information that may be beneficial for your centre to know:

The centre named above is considered **to meet/not meet** (*delete as **applicable***) the requirements specified in the Ministry of Education licensing criteria and relevant additional requirements of the Ministry of Health. Further information is contained in the body of this report.

Designated Health Officer Details

Name:

Role: Health Protection officer

Office: Hawke's Bay District Health Board

Signature:

Date: