

B-2 Building, Equipment, Repairs and Maintenance

National Quality Standards (NQS)

2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
3.1	The design of the facilities is appropriate for the operation of a service.
3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments
3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning
3.2.3	The service cares for the environment and supports children to become environmentally responsible
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

Education and Care Services National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1.1	Children feel safe, secure, and supported
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Policy Statement

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

Related Policies

- Facility Management and Security Policy
- Heating, Ventilation and Lighting Policy

- Pest Control Policy
- Role of Management Committee Policy
- Work Health and Safety Policy

Procedure

Equipment will be chosen to meet the children's developmental needs and interests.

Buildings, all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.

There will be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe. Electrical circuit breakers will be installed and be maintained by the school.

Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.

The Management Committee will develop a list of fully licensed and insured trades persons. The list shall be reviewed on an annual basis and made available to the Director.

All contractors should have their own public liability insurance.

The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition and that they comply with Australian Standards. Appropriate soft fall surfacing will be maintained for the equipment.

Equipment will be regularly washed and cleaned.

Recycled craft materials should be checked for potential hazards.

Staff should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.

Faulty equipment will be removed, or protection placed around any dangerous building sites.

Daily hazard identification checks are completed at the beginning of each session to ensure that any risks are spotted immediately and are taken care of as soon as possible. Anything that requires maintenance is to be reported to the Director as soon as possible.

Parents will be encouraged to notify staff of any problems that they might observe.

Sources

- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia - My Time, Our Place
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Work Health and Safety Act 2011

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Date of Review: 27/7/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202207	<ul style="list-style-type: none"> - Updated NQS - Updated MTOP - Updated Related Policies - Updated Sources 	Staff	
v.2.201905	<ul style="list-style-type: none"> - Updated links to NQS and National Regulations - Minor wording changes 	Staff	
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