

## B-4 Heating, Ventilation, & Lighting

### 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.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
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.
3.2.2	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. 110	Ventilation and natural light
Reg. 168	Education and care service must have policies and procedures

### Policy Statement

We aim to provide a quality environment by ensuring appropriate provision and maintenance of heating, ventilation, and lighting in the Centre.

### Related Policies

- Complaints and Feedback Policy
- Building Equipment Repairs and Maintenance Policy
- Facility Management and Security Policy
- Indoor and Outdoor Environment Policy
- Hazardous Materials Policy
- Pest Control Policy

- Work Health and Safety Policy

## Procedure

All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the Building Equipment Repairs and maintenance policy.

All heating and cooling systems and electrical cords will be kept in a safe area away from children.

The Director and staff will take the individual needs of children and the specific activity into account when ascertaining the appropriate heating, cooling, and ventilation levels.

Should staff, children, or parents complain about heating and/or ventilation no being adequate, the matter will be handled in line with the service's Complaints and Feedback Policy.

Adequate ventilation will be always provided. When possible, outside spaces will be utilised for toys, craft, and games.

Where activities involve toxic materials, such as paints and glues, staff will ensure there is adequate ventilation before undertaking the activity.

Natural light is considered most desirable. Provision of natural light areas will be enhanced as much as possible.

In areas made available for children's homework or other fine detail work, natural light will be made available where possible and good overhead lighting provided.

Adequate lighting will be maintained both indoors and outdoors. A security light will be placed at the entrance to the service building that clearly provides an unobstructed view of the door and surrounding areas.

Outdoor lighting will be suitable so that children, staff, and parents can enter and exit the building without and unsafe dark areas.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Work Health and Safety Act 2011

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	- No changes made		
v.2.202207	- Updated NQS and National Regulations - Updated Related Policies	Staff	
v.2.201905	- Updated links to NQS and National Regulations - Minor wording changes	Staff Staff	