

## ▲ SAFETY CHECKS AND MAINTENANCE OF BUILDINGS AND EQUIPMENT

### ▲ NQS

**Element 2.2.1:** At all times reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

**Element 3.1.1:** Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

**Element 3.1.2:** Premises, furniture and equipment are safe, clean and well maintained.

**Education and Care Services National Regulations:** 82; 83; 103-110; 112; 114; 115; 168 (2) (h).

### ▲ POLICY

To ensure the building and equipment at each centre is regularly checked and maintained to minimise the risk of accidents, injuries and exposure to hazards.

### ▲ PROCEDURES

- Undertaking a daily safety audit, of the centre's environments to ensure that risk is always minimised using the digital auditing system I-Auditor, established through Safety Culture;
- Providing adequate and ongoing training for new and existing educators and volunteers in relation to the children's learning and relevant safety considerations;
- Compiling details of maintenance logs and records of building and equipment;
- Ensuring all equipment, including resources, equipment, car seats, booster seats, etc. meets relevant Australian Standards and educators are trained in correct maintenance and assembly;
- The Approved Provider/ Nominated Supervisor will advise the educators and parents about the purchase of new equipment and ensure a risk assessment are carried out;
- Each centre to comply with the local council requirements for annual kitchen audits, visits and checks;
- Discussing with children the safety aspects of using toys and equipment, when circumstances allow, educators will involve the children in setting these safety aspects;
- Communicating with families about the latest available safety information and making the information available to families.

### ▲ ON-GOING MAINTENANCE

- The Approved Provider/Nominated Supervisor will ensure that the centre and its grounds comply with Local Government and BCA regulations in regard to fire ventilation, natural and artificial lighting and safety glass.
- Updating the computer maintenance management system (CMMS) software with regular preventative building and equipment maintenance;
- Updating the CMMS software with reactive maintenance to be managed collaboratively with the Centre Directors and the FROEBEL maintenance manager;
- Should the Centre undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the Centre is not compromised.

### ▲ SOURCES AND FURTHER READING

- Education and Care Services National Regulations
- National Quality Standard
- Australian Standards
- Work Health and Safety Act 2000
- Work Health and safety Regulation 2011
- Occupational Health and Safety Act (Victoria) 2004
- Occupational Health and Safety Regulations (Victoria) 2017
- Work Cover New South Wales – [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)
- McLeod, P. (2005). Health and safety information on the internet. Putting Children First, 15, 12-13.

### ▲ ASSOCIATED POLICIES

- Victoria Occupational Health & Safety
- NSW Health and Safety
- Emergency Response and Evacuation
- Water Safety
- Hazardous Items and Substances
- Statement of Inclusion

## ▲ POLICY REVIEW

- The Centre (together with educators/carers) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.
  
- **Last review:** 12.06.2023
- **Next review due:** 12.06.2024