

Maintenance and Safety Checks of Buildings and Grounds Policy

AIM

To regularly inspect and consistently maintain KAZ Early Learning Centre's buildings, equipment and grounds to minimise the risk of accidents, injuries and exposure to hazardous substances and risks.

RATIONALE

KAZ Early Learning Centre is responsible to maintain a duty of care to all educators, staff, children, families and visitors to the Service to ensure safety is maintained and risk of harm is minimised. To avoid and reduce exposure to hazards, it is important to safely maintain all buildings, equipment and grounds and to identify potential hazards and take action to either eliminate or control the risks.

PROCEDURE

Two educators must complete the *Centre Opening Procedure* and *Centre Closing Procedure* for both the indoor and outdoor environment every morning prior to children arriving at the centre and every evening after the last child has left the centre. Both educators must initial to verify the check has been completed.

Any hazard, concerns, risks or issues that have been identified from the *Centre Opening Procedure* or *Centre Closing Procedure* need to be addressed by the staff immediately and the Nominated Supervisor or Approved Provider informed as soon as possible.

Educators/Staff are to continually monitor the environment and equipment throughout the day for any new hazards, concerns, risks or issues. Any hazards will be written up on the *Hazard Report Form* and given to the Nominated Supervisor as soon as possible. Educators/Staff will take the appropriate steps to manage the hazard. The Nominated Supervisor will inform the Approved Provider to determine the response required and agreed to a period of response and the action to be carried out.

The WHS representative will complete a WHS Site Inspection Review at 3 & 12 monthly timeframes. Hazardous issues will be dealt with by the Nominated Supervisor or Approved Provider.

Educators must ensure that decorations and children's artwork are not placed near, air conditioners or heaters and limit the use of pins, and staples.

Educators/Staff must ensure air conditioners, stoves, microwaves, power points, and office equipment are inaccessible to children. All power points are to be fitted with safety plugs when not in use.

Hazardous or poisonous indoor and outdoor plants are identified and removed to ensure they are inaccessible to children.

The Nominated Supervisor will schedule regular checks of hot water by contractors to ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded.

The Nominated Supervisor will ensure that equipment being used at the Service by maintenance and cleaning personnel, whilst carrying out their work, is kept in a safe secure area which is inaccessible to children. Where hazardous substances are to be used they will be used at the proper time taking into consideration the environment and scheduled use of the area and once used taken back to their appropriate storage facility off site.

Safety glass is used and installed according to the current Regulation, Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, safety decals on sliding doors and plate glass doors at child and adult eye level.

All furniture and equipment will be stable, maintained and meet current Australian safety standards. Faulty equipment should be removed **immediately**.

Equipment will be regularly washed and cleaned. All toys will meet safety standards, are age appropriate, well maintained, and non-toxic.

Climbing and play equipment will be stable, well maintained, and meet relevant Australian Standards. Educators/Staff will teach children to use all equipment in a safe manner.

Parents/guardians will be encouraged to notify the Educators/Staff of any problems that they might observe.

It is the responsibility of the Approved Provider to ensure that pest control is safe and appropriate to use in a children's service.

Sandpit:

Educators/Staff will cover the sandpit when not in use to prevent contamination from animal faeces or inappropriately discarded objects.

The sandpit must be raked over daily to remove debris and to stir up the sand so it gets aired (sun and fresh air are good disinfectants).

Sand will be replenished when levels drop.

Educators/Staff must remove sand contaminated by food or other materials such as human or animal faeces, blood or other bodily fluids. After removal of the effected sand, wash the sand using a neutral detergent and water distributed with a watering can. Where extensive contamination has occurred, all sand should be replaced.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

KAZ Related Policies and Procedures:

WHS Risk Management Policy

Appendices:

Centre Opening procedure

Centre Closing procedure

Site Inspection – Centre (3 monthly Review)

Site Inspection – Centre (12 monthly Review)

Hazard Report Form

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Approved First Aid Qualifications

www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications

Children (Education and Care Services) National Law (NSW) 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Department of Education

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF)

<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources->

[Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf](#)

Education and Care Services National Regulations

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF)

<http://acecqa.gov.au/national-quality-framework/>

NSW Poisons Information Centre

<https://www.poisonsinfo.nsw.gov.au/>

United Nations Convention on the rights of the child

<https://www.unicef.org.au/>

Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)

www.community.nsw.gov.au/docswr/_assets/_ain/documents/childcare_model_policies.pdf

Storage and Handling of Dangerous Goods: Guidance

www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf

The NSW Work Health and Safety Act, 2011

<https://www.legislation.nsw.gov.au/inforce/f8df8095-a335-66a0-8828-f33d06042cb9/2011-10.pdf>

www.kidsafe.com.au

REVIEW

The policy will be reviewed annually. Review will be conducted by management, employees, parents/guardians and any interested parties. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Amendment

Web links updated

Date Issued:

October 2019

Review Date:

October 2020

Family, Educators and Staff Comments: