

Intereach Children's Services

Facilities and Equipment Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
Policy	NQS Three: Physical Environment Policy				
Version	1.0	Date approved	11/06/2020	Next review date	11/06/2023

1. Objective

Intereach will provide a safe environment for staff, educators, children, families and community members using or visiting the service. Intereach is responsible for maintaining the facilities and equipment at the services which it owns.

2. Responsibilities

With regard to security, it is the responsibility of the Educators and staff to:

- inform the police and the Nominated Supervisor as soon as possible if there has been a break-in to the service of any kind.

In addition, it is the responsibility of the OOSH Educators and staff to:

- ensure the proper security of the buildings and educators and staff by establishing practices regarding entry and access to the services;
- give a key/code to access the building and equipment areas only to approved staff and management members. Intereach will maintain a key register that indicates the person's receipt of the key, date received and date returned on completion of employment. Intereach will only cut extra keys after agreement by the management and a record is made of where they are located;
- provide a secure filing cabinet and cash box to keep all monies and essential documents. Intereach will only permit access to the safe by staff and management members only; and
- ensure that the building is left secure before leaving by checking that all windows, cupboards, filing cabinets and other relevant areas are locked, all heating or cooling, and lighting is off and all doors properly secured (the end of the day checklist includes all these tasks.).

With regard to building equipment repairs and maintenance, it is the responsibility of the Educators and staff to:

- provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance;
- maintain buildings and all equipment in a safe, clean condition and in good repair at all times;
- maintain safety glass in all windows and doors accessible to the children; and
- maintain electrical appliances in good working order. There will be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.

With regard to storage, it is the responsibility of the Educators and staff to:

- maintain up to date Safety Data Sheets of all chemicals at each service;
- make dangerous objects and all confidential records inaccessible to children and all persons except those permitted to access them; and

Intereach Children's Services Facilities and Equipment Procedure

- provide safe and secure storage facilities for all indoor and outdoor equipment, ensuring that appropriate equipment is accessible to the children to encourage independence;

With regard to heating, lighting and ventilation, it is the responsibility of the Educators and staff to:

- provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting; and
- ensure that all heating and cooling systems are of good quality and checked regularly to ensure safety and reliability.

With regard to pest control, it is the responsibility of the Educators and staff to:

- complete and review a Workplace Safety Audit, such as FDC Home Safety Risk Assessment Audit and OOSH Daily Hazard Identification Checklist, on an annual basis as a minimum

With regard to playground equipment, it is the responsibility of the Educators and staff to:

- carry out monthly playground safety inspections and audit to Australian Playground and Equipment Standards AS4685.1-2004, AS 4422:2016.

3. Processes

With regard to building equipment repairs and maintenance, Educators and staff will:

- regularly wash and clean all the equipment;
- check recycled craft materials for potential hazards;
- ensure safe handling of all tools, particularly sharp and hot tools, if used as part of any activity;
- encourage parents to notify the staff of any problems that they might observe; and
- remove faulty equipment or place protection around any dangerous building sites.

In addition, OOSH Educators and staff will:

- report maintenance issues to the nominated supervisor, staff or educator as soon as possible. A maintenance record will be kept that records any maintenance that needs to be addressed.

With regard to storage, Educators and staff will:

- clean and tidy storage areas as necessary;
- encourage children to show respect for the equipment;
- ensure drawing paper and other materials is made available to the children at all times;
- properly wash and clean all craft equipment before storage;
- store all items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment and medications in the designated secured area which is inaccessible to the children. Where possible, containers should have child-proof lids; and
- regularly maintain child-proof locks. Intereach will replace locks when and if necessary.

With regard to heating, lighting and ventilation, it is the responsibility of the Educators and staff to:

- maintain the appliances as recommended;
- keep all heating and cooling systems and power cords in a safe area and away from children;
- take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable;

Intereach Children's Services Facilities and Equipment Procedure

- bring any complaint about heating from educators, staff, children or parents to the attention of management and take steps to address the problem;
- provide adequate ventilation at all times. Where activities involve toxic materials such as paints and glues, educators and staff will ensure there is adequate ventilation before undertaking the activity;
- adequate light will be maintained both indoors and outdoors. As natural light is considered to be most desirable, enhance natural light areas as much as possible. In areas made available for children's homework or other fine detail, natural light will be made available where possible and reasonable overhead lighting provided; and
- ensure that outdoor lighting is suitable so that parents, educators, staff and children can enter and exit the building without any unsafe dark areas.

With regard to pest control, Educators and staff will:

- provide a clean and safe environment by ensuring that every effort is made to maintain a vermin-free service. This will be done with the minimum use of chemicals.
- store equipment and especially food items properly so as not to attract pests and vermin.
- empty and clean refuse bins and disposal areas daily.
- clean and maintain kitchen and food preparation areas and storage daily.
- check all areas daily for any signs of pests or vermin. Should any pests or vermin be identified then action will be taken to rid the centre of the problem by:
 - initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products
 - using low irritant, environmentally friendly sprays minimally and only with adequate ventilation and preferably not in the presence of the children
 - using other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed
 - if urgent, the Nominated Supervisor may obtain a contractor from the management list to address the problem
- use chemical products preferably outside the hours of the children's presence in the building.
- take all action to remove the children, educators, staff and parents from the environment until it is safe and viable.
- complete and review a Workplace Safety Audit on an annual basis, as a minimum.

With regard to playground equipment, Educators and staff will:

- ensure playground equipment is regularly serviced in accordance with the manufacturer's recommendations including lubricating bearings, re-tensioning of fastenings, sanding of wooden components for the elimination of potential splinters, painting etc.

4. Procedure Context - this procedure relates to:	
4.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017), National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017), Guide to the National Quality Framework</p> <p>Immig, J. (2000), The Toxic Playground</p> <p>Caton, S, Roche, D. (1999), Managing the Risks in Children's Services</p> <p>EPA. Handling Pesticide Waste, www.epa.nsw.gov.au</p> <p>Tarrant, S. (2002), Managing OHS in Children's Services</p> <p>Kidsafe. (2014), FDC Safety Guidelines</p> <p>Tansey, S. for NCAC (2006) Safety in Children's Services http://ncac.acecqa.gov.au/educator-resources</p>
4.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>Building Code of Australia</p>
4.3. Internal Documentation	<p>FDC Home Safety Risk Assessment Audit</p> <p>OOSH Daily Hazard Identification Checklist</p> <p>Children's Services Physical Environment Policy</p>

5. Document control			
Version	Date approved	Approved by	Next review date
1.0	11/06/2020	R.Phillips - Acting Senior Manager, Children and Family Services	11/06/2023