



Equipment, Buildings & Grounds

Policy Statement

NBCA is committed to maintaining its equipment, grounds and buildings to support the health, safety and wellbeing of everyone attending and visiting the services.

Implementation

- NBCA will maintain a preventative maintenance schedule, as well as a maintenance log for equipment, buildings and grounds.
- NBCA will maintain a Risk Register.

Buildings and Grounds

- All measures will be taken to ensure safe and adequate upkeep of the building, equipment and grounds.
- Educators will perform and document daily safety checklists for the building and grounds and will identify and remove any hazards.
- The WH&S representative and/or the director will be notified as soon as possible of hazards identified in the service's equipment, building or grounds, and are responsible for ensuring any hazards are immediately made inaccessible, and are repaired or replaced in a timely way.
- The service will employ a cleaner to attend after-hours on a regular basis
- The service will employ a reputable maintenance worker responsible for small repairs and maintenance work on the grounds and equipment.
- Where necessary, the Director will liaise with officers of government departments and other agencies responsible or contracted for management and maintenance of the service building and grounds.
- A register, with details and signatures of departmental and agency officers, maintenance and construction workers who enter the service or grounds will be kept on the premises.
- Environmentally safe methods and products will be used to maintain the equipment, building and grounds, as much as possible.
- The service and grounds will be fumigated regularly with environmentally safe products to reduce the risk of/ eliminate pests..
- The building will be well ventilated and have adequate natural light.
- Indoor temperatures are maintained at levels to support children's safety and wellbeing.
- Environments provide children with opportunities to explore and experience the natural environment.
- Environments seek to support convenient access to indoor / outdoor play activities and to toilet and nappy change facilities.
- Gardens will reflect the local natural habitat and encourage native wildlife into the environment, where possible.
- Plants are selected to minimise risk to children. No poisonous, or dangerous plants are included in the environment.



Equipment

- Resources are selected to contribute to children's sense of belonging and to provide new learning opportunities that extend and challenge children's learning and development.
- The director, in consultation with educators, will be responsible for the purchase of new equipment and resources subject to budget allocations.
- Donated items will be welcomed and assessed by the director, and cleaned prior to use.
- Educators will check furniture, toys and other resources prior to use and ensure immediate removal and repair or disposal of hazardous, damaged furniture, toys and other resources and report it to the director immediately.
- Appreciation and care for furniture, toys, resources and equipment will be promoted and modelled by educators, in the children's program, and encouraged in the day-to-day operation of the service.
- Educators and staff will ensure furniture, toys, and resources are maintained and stored in a safe, clean, hygienic condition. A regular cleaning schedule for toys will be followed.
- The service will aim to purchase equipment that is eco-friendly, where possible. Staff will reduce the amount of plastic and disposable equipment and endeavour to select materials made of natural materials and fibres.

Policy Links

Policies:

- Child Protection
- Code of Conduct
- Compliance and Quality Improvement
- Duty of Care
- Family and Community Partnerships
- Health, Hygiene and Infection Control
- Incident, Injury, Trauma and Illness
- Potentially Dangerous Products, Animals, Plants and Objects
- Programs and Documentation
- Supervision
- Sustainability and Environmental Awareness
- Workplace Health and Safety

NQS: 2.1, 2.2, 3.1, 3.2 and 7.1

Regulations: 81, 89, 98 – 99 and 103 - 115

Sources:

- Ablaze Consultancy (WH&S)
- National Quality Framework
- NBCA Workplace Health and Safety Handbook
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition) 2013
- Work Health and Safety Act 2011

Policy Document Status

Policy Created: August 2006

Last Reviewed: August 2022

Next Review: August 2023

Directors Signature:



Date:23/08/22

Committee Representative Signature:



Date:23/08/22

