

MAINTENANCE OF BUILDING AND EQUIPMENT POLICY

Policy Statement:

Child Care Centres have a responsibility to protect the health and safety of each individual at all times. A service's health and safety policies and practices affect an individual's physical and psychological health and safety. The Maintenance of Buildings and Equipment Policy is important not only for children, families and staff/carers, but relates to every person who enters the service's premises or uses the service's equipment.

Aim:

- For staff to follow guidelines and procedures developed to ensure buildings, grounds and equipment is maintained for safety.
- To ensure that the building is cleaned and hygienic.

Rationale:

Management and staff at St Andrew's Little Saints and After School & Vacation Care (LS&ASVC) have a responsibility to ensure buildings, grounds and equipment are safe and hygienic. Child safety is enhanced when procedures in accordance with recognised health & safety authorities are adhered to and systems are in place to monitor standards and staff adherence to these policies.

Strategies/Practices/Procedures:

Staff will:

- ✓ Ensure that set cleaning routines as described in "Staying Healthy" are followed daily, weekly and monthly and are located in relevant places for visitors & staff. (Details are included with this policy).
- ✓ Complete the opening checklist daily to ensure the grounds and equipment are safe for use.
- ✓ Report signs of wear or maintenance required for any equipment & fences and log an online facilities request with the College maintenance team.
- ✓ Ensure the Director is informed of lodged facilities requests by emailing the request to littlesaints@saac.qld.edu.au.
- ✓ Ensure electrical cords and appliances are not within reach of children.
- ✓ Remove children from areas with wet surfaces whenever possible and "Wet Floor" signs are to be used in hallways, rooms and concrete areas as necessary.
- ✓ Cover sandpit areas at the end of each day and checked each morning for foreign objects and vermin.
- ✓ Not use play equipment smaller than a film canister in the babies and toddlers groups to avoid a choking hazard.

- ✓ Clear tables and sweep floors after meals and remove any slipping or tripping hazards.
- ✓ Take safety precautions (by removing dangerous equipment) when children of mixed ages are using the same play area.
- ✓ Insert safety plugs into power points that are under 1.5 high when not being used and will not use double adaptors in areas accessible to children.

Management will:

- ✓ Ensure all electrical points have earth leakage.
- ✓ Ensure efficient maintenance and repairs are carried out where necessary using the appropriate tradesperson.
- ✓ Maintain supply of cleaning and hygiene products.
- ✓ Ensure information about the selection, installation and maintenance of furniture, equipment and buildings is current and from recognised health & safety authorities.
- ✓ Where required have a plan for playground improvements that is based on current information from recognised child safety authorities.

Measuring Tools:

Facilities Request online e-form
Workplace Health and Safety Checklist

Sources & Further Reading:

Early Years Training Group
Workplace Health and Safety Regulations
National Quality Standard

Links to Other Policies:

Workplace Health and Safety Policy
Hygiene Cleaning and Infection Control Policy