



CHILDREN'S SERVICES Facilities and Building Policy

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1. Introduction

To avoid and reduce exposure to hazardous substances or other hazards, it is important to safely maintain children's centre buildings and environs. It is also important to recognise potential hazards and take action to eliminate or control hazards.

2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and services.

3. Policy

Children's Services will provide a safe environment for Educators, children, families and community members using or visiting the service. CCCL is responsible for maintaining the facilities and equipment at services which it owns. The Buildings leased through the Department of Education will the responsibility of the department.

4. Procedures and Implementation

4 With regard to security

- 4.1 Ensure the proper security of the buildings and Educators and staff by establishing practices regarding entry and access to the services.
- 4.2 Give a key to access the building and equipment areas only to approved Educators and staff and management members, including Council. A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment. Extra keys will only be cut after agreement by the management and a record made of where they are.
- 4.3 Provide a secure filing cabinet to keep all important documents secure.
- 4.4 Ensure that the building is left in a secure manner before leaving by checking that all windows are locked, 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.)
- 4.4 Inform the police, school or Community Centre as soon as possible if there has been a break-in to the centre of any kind.

5 With regard to building equipment repairs and maintenance

- 5.1 Provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.
- 5.2 Maintain buildings and all equipment in a safe, clean condition and in good repair at all times.
- 5.3 Maintain safety glass in all windows and doors accessible to the children.
- 5.4 Maintain electrical appliances in good working order and ensure that electrical equipment is tested and tagged within required timeframes. There will be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.
- 5.5 Contact on-site School or Community Centre regarding any maintenance and repair issue with rented buildings.
- 5.6 Regularly wash and clean all equipment.
- 5.7 Check recycled craft materials for potential hazards.
- 5.8 Ensure safe handling of all tools, particularly sharp and hot tools, if used as part of any activity.
- 5.9 Encourage parents to notify the staff of any problems that they might observe
- 5.10 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.
- 5.11 Remove faulty equipment or place protection around any dangerous building sites.

6 *With regard to storage*

- 6.1 Make dangerous objects and all confidential records inaccessible to children and all persons except those permitted to access them
- 6.2 Provide safe and secure storage facilities for all indoor and outdoor equipment, ensuring relevant equipment are accessible to the children to encourage independence
- 6.3 Clean and tidy storage areas as necessary.
- 6.3 Encourage children to show respect for the equipment. Children will be expected to assist in packing away of equipment.
- 6.4 Store craft equipment in a separate area. Children should ask permission before removing any craft equipment, such as paints and glues etc, not set up by the staff. Drawing paper and other materials will be made available to the children at all times.
- 6.5 Properly wash and clean all craft equipment before storage
- 6.6 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.
- 6.7 Regularly maintain child-proof locks. Locks will be replaced when/if necessary.
- 6.8 Maintain up to date MSDS sheets of all chemicals that is accessible at each service.

7 With regard to heating, lighting and ventilation

- 7.1 Provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting.
- 7.2 Ensure all heating and cooling systems are of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the maintenance policy.
- 7.3 Keep all heating and cooling systems and power cords in a safe area and away from children.
- 7.4 Take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable.
- 7.5 Bring any complaint about heating or cooling from Educators, staff, children or parents to the attention of the management and ensure steps are made to address the problem.
- 7.6 Always provide adequate ventilation. Where activities involve toxic materials such as paints and glues, Educators and staff will ensure there is adequate ventilation before undertaking the activity.
- 7.7 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 good overhead lighting provided.
- 8.6 Ensure that outdoor lighting is suitable so that parents, Educators, staff and children can enter and exit the building without any unsafe dark areas.

8 With regard to pest control

- 8.1 Provide a clean and safe environment by ensuring that every effort is made to maintain a vermin-free service. This will be done with minimum use of chemicals.
- 8.2 Store equipment and especially food items properly so as not to attract pests and vermin.
- 8.3 Empty and clean refuse bins and disposal areas daily.
- 8.4 Clean and maintain kitchen and food preparation areas and storage daily.
- 8.5 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:
 - i. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
 - ii. Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
 - iii. 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 management list to address the problem.

- 8.6 Use chemical products preferably outside the hours of the children's presence in the building.
- 8.7 Take all action to remove the children, Educators, staff and parents from the environment until it is safe and viable.

9. Other related policies and procedures

Emergency Evacuation Policy

WHS Policy

10. Forms and Records

Hazard Identification Form

Daily Site inspection forms