

## B-2 Building Equipment Repairs & Maintenance

### NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

### National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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### Policy Statement

We will provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

### Related Policies

- THE KIDS CASTLE Policy A-15: Role of Management Committee
- THE KIDS CASTLE Policy B-1: Facility Management
- THE KIDS CASTLE Policy D-26: Security
- THE KIDS CASTLE Policy D-28: Workplace, Health and Safety

### Procedure

Equipment will be chosen to meet the children's developmental needs and interests.

Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.

There must be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.

Electrical appliances shall be in good working order.

Electrical circuit breakers will be installed and be maintained.

Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.

All contractors should have their own public liability insurance.

The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition and comply with relevant legislative standards.

Equipment will be regularly washed and cleaned.

Recycled craft materials should be checked for potential hazards.

Staff should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.

Parents will be encouraged to notify the staff of any problems that they might observe.

Anything that requires maintenance is to be reported to the Centre Director as soon as possible.

Faulty equipment should be removed or protection placed around any dangerous building sites.

For urgent repairs, the Director will organise a contractor/repair person to attend to the problem. The contractor will be chosen in consultation with School administration.

Non-urgent repairs will be reported to the Director who will note this in their report and bring it to the attention of the Committee at the next meeting. The Committee and Director will organise to rectify the problem.

For major repairs, a minimum of three quotes will be sought and reviewed by the Committee who will make a decision on further course of action. The Director or someone on the committee may obtain the quotes.

Maintenance reviews should be done as part of the Director's report at each meeting.

It is the committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for staff, children and families.

Should the Centre be considered unsafe or as posing a health risk, then the Centre will be closed, after notice has been given to all relevant parties (including the regulatory authority via NQAITS), until the problem has been rectified.

## **Sources**

- Education and Care Services National Regulations 2011

- National Quality Standard
- Work Health and Safety Act 2011
- Kidsafe NSW
- Lease Agreement

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