

# Edgeworth Child Care Centre Inc.

## Maintenance of Building Policy

### Aim

Edgeworth Child Care Centre aim is to maintain the centres building effectively to minimise the risk of accidents or injuries for staff, children, families and visitors. To provide children, staff and visitors, to the centre with the safest possible environment.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### Who is affected by this policy?

Children  
Families  
Staff  
Visitors  
Volunteers  
Management

### Implementation

- Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.
- The centre and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards.
- Equipment will be regularly washed and cleaned.
- 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 Approved Provider/Nominated Supervisor as soon as possible.
- Faulty equipment should be removed **immediately**.
- A maintenance book will be kept, that records any maintenance that needs to be addressed.
- The maintenance book will record:
  - Type of problem
  - Date that it was observed
  - Who notified the Approved Provider/Nominated Supervisor and when?
  - What was done to rectify the problem?
  - Date repaired
  - Name of Person/Tradesperson who repaired the problem
- All products and equipment is to be stored so as to minimise manual handling incidents.
- All power points are to be fitted with safety plugs when not in use.

- Sandpits will be covered at night and raked regularly to dispose of any animal faeces, other contaminants or potentially dangerous objects.
- It is the responsibility of the Approved Provider to ensure that pest control is safe and appropriate to use in a children's service.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
WorkCover NSW - Serious about safe business kit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)  
Retrieved: 26 10 16

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**