



Building Equipment, Repairs and Maintenance Policy

POLICY STATEMENT:

Management and educators have a responsibility and duty of care to ensure the building, furniture, grounds, and equipment are safe and hygienic. We aim to ensure that all furniture and equipment at the OSHC Service adheres to recognised safety standards and is age appropriate for the children.

Our Service understands the importance of children experiencing and learning about risk through safe and creative play. The provision of safe environments for children is essential to prevent injury and enable them to explore and develop new skills. Our OSHC Service will only use furniture and equipment that has been made in accordance with Australian design standards.

THE APPROVED PROVIDER/ MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedures
- a proactive process of risk management is implemented, and clear processes are in place for the identification of hazards, risk minimisation and other control measures
- daily/weekly routine visual inspections are made to identify obvious hazards in surfacing, fixed and mobile equipment, moving parts,
- educators and staff are aware of their responsibility to identify hazards and potential risks, conduct safety checks of all equipment and furniture and abide by Work Health and Safety requirements
- mandatory Australian Safety Standards are always adhered to when
 - purchasing new equipment or furniture
 - installing equipment (for example: equipment footings, clustering equipment, free height fall, swings)
- any banned products will be removed immediately from the service as required
- the equipment and furniture used in providing education and care at the Service is safe, clean and in good repair
- to adhere to the Education and Care Services National Law and Regulations and licensing requirements that relate to the safety of children at the Service
- there is sufficient furniture and developmentally appropriate equipment so each child can take part in the educational program depending on their interests, ages and abilities



Coowarra Out Of School Hours Care Service Inc

- educators are aware of appropriate instructions for use and supervision for all equipment and furniture
- furniture in the Service is securely built so it will not collapse, is easy to clean, and non-toxic.
- an administrative space or area is provided to conduct administrative functions, consult with parents of children and conduct private conversations (Reg. 111)
- entrapment hazards are identified; it is easy for small fingers and limbs to get caught in gaps. Head and upper body entrapments can cause death by asphyxiation. (Be aware that fingers can get caught in holes or openings between 5-12mm, limbs in gaps between 30-50mm and heads in gaps over 85mm.)
- to implement recommendations from organisations, such as Kidsafe, on fall zones and suitable heights of furniture, equipment and playground equipment
- all equipment and furniture are kept in a clean and hygienic state, particularly before and after food service
- furniture and equipment do not contain any lead. This is most likely to occur with second-hand furniture
- the regulatory authority is notified of any serious incident involving serious injury or trauma to a child within 24 hours
- There must be no damaged plugs, sockets, power cords or extension cords.
- Electrical appliances shall be in good working order.
- Electrical appliances will be checked and safety tagged each year in accordance with Australian standards.
- Electrical circuit breakers will be installed and be maintained.

EDUCATORS WILL:

- provide effective supervision of children at all times to minimise the risk of accidents and injuries that could result from the furniture and equipment within the learning indoor and outdoor learning environment
- regularly check furniture and equipment for stability and wear and tear- (corners, surface- splinters, missing bike handle grips, faulty cleats in boards or ladders, heavy objects on climbing frames that destabilise the equipment)
- keep records of daily/weekly inspection of indoor/outdoor equipment
- keep an accurate record of any furniture or equipment that needs maintenance in the *Equipment and Maintenance Record* and ensure this is reported to management
- carefully consider all aspects regarding the use of furniture and equipment and how it suits the age and stage of the children's development
- ensure the furnishings and equipment within the program support and stimulate children's leisure and development
- reflect on common accidents and incidents in the learning environment and implement an action plan to ensure the safety of children and minimise accidents at the service
- provide a safe physical environment that allows children to play safely
- remain up to date with health and safety changes within the education and care sector by attending appropriate professional development.
- Recycled craft materials will be checked for potential hazards.



Coowarra Out Of School Hours Care Service Inc

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

CONSIDERATIONS

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
111	Administrative space
168	Education and care service must have policies and procedures
170	Policies and procedures must be followed
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

RELATED POLICIES

Child Safe Environment Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy	Physical Environment Policy Supervision Policy
--	---

UPDATED AND ENDORSED: September 2025

DATE FOR REVIEW AND EVALUATION: May 2030