



Coowarra Out Of School Hours Care Service Inc

Building Equipment, Repairs and Maintenance Policy

POLICY STATEMENT:

The educators at Coowarra OOSH aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

PROCEDURES:

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.

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.

The centre and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.

Equipment will be regularly washed and cleaned.

Recycled craft materials will be checked for potential hazards.

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

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

Anything that requires maintenance is to be reported to the nominated supervisor as soon as possible.

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



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As the premises are rented from council, all building repairs and maintenance are the responsibility of council and are to be reported to Community Junction via email

For urgent building repairs the supervisor will contact council to attend to the problem and keep a record of any reports made.

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 educators and clientele.

Should the centre be considered unsafe or as being a health risk, then the centre will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

Any hazards that are identified will be removed or roped off until repairs are completed.

All contractors arranged by Coowarra OOSHA to complete repairs will have their own public liability insurance.

Ensure any soft-fall surfaces are maintained and comply with relevant Australian Standards before use.

Should any Service be considered unsafe or a health risk, and appropriate temporary building and or premises cannot be found, notice shall be given to families and the Service closed until such times as the problem has been rectified.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
National Law	2.9 Building cleanliness, maintenance and repairs	- Workplace Health and Safety act

UPDATED AND ENDORSED: November 2022

DATE FOR REVIEW AND EVALUATION: November 2026