

BUILDING MAINTENANCE AND EQUIPMENT

Montessori Children’s Centre – Seacliff uses land and building assets at 41 Kauri Parade, Seacliff to deliver its educational programs. This property and the associated buildings located on the land are owned by the Director of Montessori Children’s Centre - Seacliff.

This document provides a policy and management framework to ensure that the property is maintained appropriately to support the Centre’s objectives.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service
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.

RELATED POLICIES

Occupational Health, Safety and Wellbeing Policy Work Health and Safety Policy

PURPOSE

- Hazards, dangers and risks to health and safety are identified, considered/assessed and, where they cannot be removed, are controlled effectively
- Explain maintenance responsibilities for the land and building assets
- Ensure that assets are effectively maintained
- Ensure that land and building assets perform effectively and efficiently throughout their service life
- Suitable choices and decisions are made in choosing maintenance strategies
- Ensure that maintenance funds exist.
- There is a systematic risk management methodology and approach to the management of workplace hazards

SCOPE

This policy applies to management, staff, visitors, families, and children of the Service.

Building Maintenance

- If there is a risk or hazard in regards to the building (indoors or outdoors), the person and/or persons that has identified the risk or danger, must immediately notify the Director or authorised staff member. If possible the risk or hazard should be clearly marked and or zoned off until appropriate actions are taken. If necessary remove children and persons from the area of risk. Details must then be recorded into the building and maintenance logbook located within the centre.
- The Director will perform a fortnightly safety checklist of building maintenance.
- When employing new staff/students/volunteers, the management/director will ensure that on commencement of employment a thorough induction will be provided, outlining procedures of notifying and handling any risks, hazards and incidents in regards to the building
- On a daily basis, a staff member will perform a grounds safety checklist and will record any action that must be taken to ensure the building and outdoor environment is free of risks and hazards and is safe for all persons
- On a daily and regular basis staff/students/volunteers will continually assess and ensure that the indoor environment is free of risks and hazards and is safe for all persons
- Management will ensure there is a listing of emergency services contacts readily available for staff to access in the case of an emergency eg. Police, fire, ambulance
- Any repairs needed will be reported to management/director and with permission contact relevant authorised agencies to fix the repairs. This will be then documented in logbook.

Equipment

- Management will consider the following reflective questions when purchasing equipment:
 - Does the equipment meet Australian Standards?
 - What is the age appropriateness of the equipment? Are there any risks?
 - For older or younger children using the equipment? Does the equipment have a 'suitable ages' label?
 - What is the quality of design and manufacture of the equipment? Does it meet the needs of the service?
 - Is the equipment flammable or combustible?
 - Is there a risk of choking, strangling, piercing, cutting, jamming or burning?
 - What is the condition of surfaces?
 - Can the equipment be cleaned and hygienically maintained?
 - Are there special cleaning considerations or maintenance requirements that the service currently does not practice?
 - Does the equipment contain lead?
 - If second hand, are the safety features in working order and if electrical, has the cord been safety checked, tagged and labelled safe?
- If damaged or unsafe equipment is found the person and/or persons must immediately notify the Director or authorised staff member and if possible remove the equipment to a suitable location. Details must then be recorded into the equipment and maintenance logbook located within the centre.
- The Director will perform a fortnightly safety checklist of building maintenance
- Any repairs needed, the management/director will contact relevant authorised agencies to fix the repairs. This will be then documented in logbook.

Parent/ guardian and family involvement

- Parents/guardians families must report any risk, incident, danger or hazard in regards to building and equipment safety and maintenance to the Director or authorised staff member

For further reference on OHS&W procedures and guidelines please refer to the OHS&W folder located within the office at the centre.

Child involvement

- Management and staff will role-model and discuss with the children relevant safety guidelines and practices
- Management and staff will role-model and encourage the children to show respect towards equipment and the building structures

Source

Department of Education and Children’s Services (DECS)
 Quality Improvement and Accreditation System, Quality Practices Guide, NCAC 2005

REVIEW

This Policy will be reviewed regularly in light of legislative and organisational changes, and in any case, every two years, in consultation with the Management and key stakeholders of the Centre’s business.

POLICY REVIEWED	NOVEMBER 2019	NEXT REVIEW DATE	NOVEMBER 2021
MODIFICATIONS	Updated to new format Changed lease to owner		