

BUILDING EQUIPMENT AND MAINTENANCE POLICY

Policy Number	P-Q7-S001	Version Number	2.00
Drafted by	Director of Education	Approved Date: Review Date:	May 2025 May 2026
Responsibility	The Board of Governance of Bubup Womindjeka Family and Children's Centre Association (Inc.)		
Related Service Policies	<ul style="list-style-type: none"> Occupational Health and Safety Policy Water Safety Policy Excursions and Service Events Policy 	<ul style="list-style-type: none"> Code of Conduct Policy, Grievances and Complaints Policy, Privacy and Confidentiality Policy 	
Legislation and Standards	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011: Regulations 103 National Quality Standard, Quality Area 2: Children's Health and Safety <ul style="list-style-type: none"> Standard 2.2 Each child is protected Element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury Element 2.3.4: Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse and neglect National Quality Standard, Quality Area 3: Physical Environment <ul style="list-style-type: none"> Standard 3.1: The design and location of the premises is appropriate for the operation of a service. <ul style="list-style-type: none"> Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained National Quality Standard, Quality Area 7: Leadership and Service Management <ul style="list-style-type: none"> Standard 7.3 Administrative systems enable the effective management of a quality service Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007 Children, Youth and Families Act 2005 (Vic), as amended 2011 Child Wellbeing and Safety Act 2005 (Vic), as amended 2012 		
Sources	<ul style="list-style-type: none"> Victorian Building Authority Essential Measures Maintenance Manual https://www.vba.vic.gov.au/_data/assets/pdf_file/0017/136205/essential-safety-measures.pdf WorkSafeVictoria www.worksafe.vic.gov.au 		

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 15th August 2016.

PURPOSE

This policy will ensure Bubup Womindjeka Family and Children's Centre provides an environment that considers the safety and wellbeing of all children, educators, staff, families and visitors attending the service.

VALUES

Bubup Womindjeka Family and Children's Centre is committed to:

- ensuring that the health, safety and wellbeing of children at the Centre is protected, while also promoting their learning and development
- fulfilling its duty of care (refer to Definitions) under the law by protecting children from any reasonable, foreseeable risk of injury or harm

- ensuring that educators and staff act in the best interests of the children, and take all reasonable steps to ensure the children's safety and wellbeing at all times
- supporting the rights of all children to feel safe, and be safe, at all times

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Bubup Womindjeka Family and Children's Centre.

BACKGROUND

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 require that centres protect children from any harm or hazards, and adequately supervise children at all times.

Risk minimisation strategies, supported by clear policies and procedures, will help ensure the environment and practices at BWFC are child safe. Risks in the physical environment must be minimised by ensuring the safety of buildings, grounds, equipment, materials and furniture used at the Centre and the safe storage and use of dangerous substances such as cleaning products and chemicals.

Practices include:

The Physical Environment

In order to promote a safe physical environment we will:

- Ensure all equipment and materials used at the service meet relevant safety standards
- Remove, repair or replace worn and damaged buildings, structures equipment and resources which may cause a safety risk for children in a timely manner
- Ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment
- Organise indoor and outdoor spaces to ensure risks to health and safety are minimised
- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety;
- Analyse and evaluate the risks associated with identified hazards;
- Determine appropriate ways to eliminate or control identified hazards
- Review risk assessments after any serious incident report is made to the Regulatory Authority
- Report all serious near misses or incidents to City of Port Phillip through relevant reporting processes

Horticulture

We will ensure:

- Plants identified by the Poisons Information Centre as being harmful to children are not grown in any areas with child access. <http://www.austin.org.au/page?ID=532>
- The poisons information help line number is located near each phone.
- Any plants brought the service will be checked against the Poisons Information Plant list
- Poisons Information including plants list are communicated and promoted to families

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Notifiable complaint: A complaint that alleges a breach of the Act or Regulation, or alleges that the health, safety or wellbeing of a child at the Centre may have been compromised. Any complaint of this nature must be reported by the Nominated Supervisor to the secretary of DET within 24 hours of the complaint being made (Section 174(2)(b), Regulation 176(2)(b)). If the Management Committee/Director is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation. Written reports to DEECD must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the Grievances Subcommittee/investigator
- any other relevant information. Written notification of complaints must be submitted using the appropriate forms, which can be found on the ACECQA website: www.acecqa.gov.au

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the ACECQA website.

Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the <https://www.worksafe.vic.gov.au/report-incident-criteria-notifiable-incidents>

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

PROCEDURES

The Approved Provider is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- Ensuring that all essential services and amenities are regularly serviced and records are kept as part of the service's quality management system. These include:
 - Oversee quarterly maintenance checks including: Air conditioning systems, emergency lighting, exit doors and signs, emergency power supply, fire hydrants, fire windows, mechanical ventilation, fire isolated stairs, passages, ramps
 - Maintain records of all maintenance checks and reports
 - The following maintenance will occur annually or when as required:
 - Upgrade of sand
 - Upkeep of surrounding gardens to ensure safety and aesthetics
 - Carpet cleaning
 - Repairs and equipment replacements
 - Structural changes
 - Internal and external painting
 - Replacement of whitegoods or electrical equipment
 - Pest and weed control
 - Appropriate maintenance of children's program equipment and resources

Educators and other staff are responsible for:

- maintain safety checklists for both indoor and outdoor on a daily basis
- remove potential hazards inform and the Director of Education immediately of any maintenance issues
- Remove potential hazards and immediately inform the Nominated Supervisor of any risks, hazards or occupational health and safety issues or concerns associated with the buildings and equipment that arise.

Parents/guardians are responsible for:

- Reporting any identified hazards to the Nominates Supervisor.

Volunteers and students, while at the service are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Relevant Forms/Documents

Incident, Injury, Trauma and Illness Record
Safety Indoor/Outdoor Checklists

Version History

Date	Version	Author/s	Details
July 2014	1.00	Public officer	New policy
August 2016	2.00	Chief Executive Officer	Revision for updated format, document ID, related policies and relevant legislation and standards. Addition of definitions and evaluation.
April 2020	3.00	Director of Education	Policy reviewed and updated.
April 2022	3.00	Director of Education	Policy reviewed and mirror editorial changes made.
April 2023	3.00	Director of Education	Policy reviewed and no changes made.
May 2024	3.00	Director of Education	Policy reviewed and no changes made.
May 2025	3.00	Director of Education	Policy reviewed and no changes made.