

POLICY GROUP 6 – Provision of Safety Facilities

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Space & Facilities Requirement Policy 6.1

POLICY GROUP: PROVISION OF SAFETY FACILITIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: SPACE AND FACILITIES REQUIREMENT POLICY 6.1	REVIEWED: 2020 REVISED: 2020

The Service will ensure that facilities used provide for the program and range of activities provided in keeping with the Policies and Procedures of the Service, in a safe and stimulating environment which is accessible to all children and allows for their physical and psychological comfort.

RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *NQS Area: 2.1.2; 3.1.1, 3.1.3; 3.2.1; 6.1.3; 6.3.3; 7.1.1, 7.2.3.*
- *Policies: Educational Program Planning, Physical Activity, Budgeting and Planning.*

Procedure

- The Management Committee will ensure that the following are provided by the Service:
 - Indoor space of 3.25 m² of useable space per child;
 - Outdoor space, with adequate shade areas, of 12m² of useable space per child;
 - Toilets and hand washing facilities for children (separate toilets for boys and girls and at least one toilet for every 15 children present) and for staff.
 - The Coordinator will, in conjunction with the Management Committee, ensure that the following facilities are available at the Service: -
- * A telephone located inside the premises or one that is accessible always;
 - Storage space close to play areas, with at least one lockable cupboard for valuable equipment;
 - Office space or designated area, where staff may talk to parents in confidence;
 - A lockable drawer or small cupboard for records and personal belongings;
 - Areas to display children's work and a notice area for parents;
 - A space for children to put their lunch/coats/bags etc; Adequate lockable storage facilities for equipment, tools, first aid kit, medication, and poisonous and dangerous substances;

Provision of Equipment Policy 6.2

POLICY GROUP: PROVISION OF SAFETY FACILITIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: PROVISION OF EQUIPMENT POLICY 6.2	REVIEWED: 2020 REVISED: 2020

This Service will provide safe equipment that is suitable for the developmental and recreational needs of the children in care. In purchasing equipment, the interests of children within the various age groups will be considered as far as possible.

RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *See relevant Australian Standards on equipment in the Service*
- *NQS Area: 1.1.5; 1.2.2; 2.2.2; 3.1.1, 3.1.3; 3.2; 3.3; 6.1.2; 7.3.5.*
- *Policies: Educational Program Planning, Physical Activity, Creative and Expressive Arts, Preventative Health and Wellbeing, Space and Facilities Requirement, Workplace Health and Safety.*

Procedures

- Care will be taken when purchasing equipment to ensure it complies with relevant Australian Standards (available from Standards Australia).
- Equipment will be appropriate to the interest and development and cultural needs of the children. It is flexible and able to be rearranged or adjusted to provide additional interest, variety, challenge and supports the inclusion of children with special/additional needs.
- The Coordinator/ Assistant Coordinator will ensure that all equipment is regularly checked, cleaned and maintained in accordance with manufacturer's instructions and otherwise as reasonably necessary to ensure that it remains in safe and good working order.
- Broken equipment will be disposed of after notifying the Coordinator/Assistant Coordinator
- The Coordinator/Assistant Co-ordinator will ensure that the centre has purchase the correct amount of equipment for children ratios
- Safe storage and shelving will be provided to allow children to independently access equipment and resources wherever if possible
- The Coordinator/ Assistant Coordinator/ Educators will ensure that a wide range of real, commercial, natural, recycled and simple homemade materials are provided to support the children's learning in a range of ways.
- Children will be encouraged to access outdoor areas which include natural elements such as trees, plants, edible gardens, sand, rocks, mud and water where physically possible.

Workplace Health & Safety Policy 6.3

POLICY GROUP: PROVISION OF SAFETY FACILITIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: WORKPLACE HEALTH & SAFETY POLICY 6.3	REVIEWED: 2020 REVISED: 2020

For the protection of children, staff, management, families and anyone entering the premises, the Service will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the Workplace Health and Safety Act, Qld. See also Policy 7.1 for specific obligations relating to Emergency equipment and facilities.

RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011, Manual Tasks Code of Practice 2010, Hazardous Substances Code of Practice 2003, Manual Tasks Involving the Handling of People 2001.*
- *Fire and Rescue Service Act 1990 and Building Fire Safety Regulation 2008 (Queensland), Electrical Safety Act 2002.*
- *NQS Area: 2.3.2, 2.3.3; 3.1.1, 3.1.2; 3.2.1, 4.2.1; 7.1.1, 7.1.2; 7.2.1, 7.2.2; 7.3.1, 7.3.2, 7.3.5.*
- *Policies: Preventative Health and Wellbeing, Space and Facilities Requirement, Provision of Resources and Equipment, Employee Orientation and Induction, Risk Management and Compliance.*

Procedures

- The Coordinator shall act as Workplace Health and Safety Officer. In the Coordinator's absence, a Assistant Co-ordinator or other nominated person will assume the responsibility, and shall report directly to the Coordinator upon their return .
- The designated Workplace Health and Safety Officer shall ensure that the premises in which the Service is operated is registered and continues to be registered, as a workplace under the Workplace Health and Safety Act, 1995 and shall keep and display the Certificate of Registration of a workplace as required by law.
- If the Coordinator/ Assistant Co-ordinator or a member of staff of the Service is acting in the role of Workplace Health and Safety Officer, the Executive shall ensure that person has adequate time, education/training and resources to ensure that she/he can fulfil the role as required by the legislation.
- The Workplace Health and Safety Officer shall:
 - maintain, in a safe and accessible place, up-to-date, all records and materials required by the legislation and shall be required to provide them to the Co-ordinator on request;
 - Regularly check the website or other resources of the Queensland Department of Industrial Relations (vwww.whs.q1d.gov.au).
 - The Staff Handbook and staff orientation processes shall contain up-to- date information on the legislative requirements for workplace health and safety (Qld only — other States must identify equivalent Occupational Health and Safety Requirements).

- The Coordinator must ensure that at the Service poisons, disinfectants, corrosive substances and other poisonous and dangerous substances and items are marked in their original containers, kept out of reach of children and placed in a child proof storage facility.
- Storage of medication, first aid kit, needs to be locked and accessible to staff but not to children.
- Additional control measures are added to current risk assessments and all educators are made aware of these through memos or at meetings

Maintenance

- The Coordinator will be responsible to ensure that the Service has adequate heating, ventilation and lighting always.
- The Coordinator will ensure that staff remove from service any broken equipment and have repaired or replaced as soon as possible, all equipment that is faulty or broken.
- Prior to use each day, staff will check all outdoor equipment to ensure it is safe for use and is free from splinters, breakages and harmful insects/animals. Outdoor checklists are to be completed each day by an educator and any hazards reported to the Coordinator/ Assistant Coordinator
- The Coordinator shall ensure that an approved earth leakage device is installed and operational. Staff will be aware of the location of the power board and how to access the circuits used by the Service
- All educator will take part in Asbestos and OHS training on a yearly basis.

Use & Maintenance of Air-Conditioners Policy 6.4

POLICY GROUP: PROVISION OF SAFETY FACILITIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: USE AND MAINTENANCE OF AIR-CONDITIONERS POLICY 6.4	REVIEWED: 2020 REVISED: 2020

Ironside OSHC understands the need to maintain a healthy and safe environment for children and staff whilst at the same time valuing the need to ensure that the air conditioning operates with minimum impact on the environment

RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Environmental Protection Regulation 1998*
- *NQS Area: 2.1.2; 3.1.2;*
- *Policies: Preventative Health and Wellbeing, Space and Facilities Requirements, Workplace Health and Safety.*

Procedures

- The service shall operate the air conditioner to cool and/or heat the space to ensure the environment is comfortable and suitable to maintain the well-being and safety of children and staff.
- The air conditioner shall be set at a reasonable temperature when it is in use. For energy efficiency, the recommendation from Energex is 24 ° c
- Before the air conditioning is turned on, close windows and doors for energy efficiency.
- Regular maintenance shall be carried out on the system/s by a reputable contractor where a service report shall be required.
- Aesthetics and safety shall be considered for all new air conditioning installation.

Management of Poisonous Plants & Fungi Policy 6.5

POLICY GROUP: PROVISION OF SAFETY FACILITIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: MANAGEMENT OF POISONOUS PLANTS & FUNGI POLICY 6.5	REVIEWED: 2020 REVISED: 2020

Ironside OSHC understands the need to maintain a healthy and safe environment for children and staff whilst at the same time valuing the aesthetic appeal of the natural environment. Several plants and fungi are known to be poisonous to people and may pose significant risk if consumed, or in some cases handled. The service shall endeavour to ensure the environment is free of potentially poisonous plants and fungi.

RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Plants and Fungi Poisonous to People in Queensland*
- *NQS Area: 2.3.2; 7.1.1*
- *Policies Preventative Health and Wellbeing, Space and Facilities, Workplace Health and Safety.*

Procedures

- The service shall maintain a current copy of the Queensland Government Resources "Plants and fungi poisonous to people in Queensland" produced by the Queensland Health Environment Protection Agency. These resources will be made accessible to and discussed with all members of staff and management this book is now only available on line to read.
- The service shall keep in a visually accessible location the number for the Poisons Information Centre 131 126.
- The licensed environment will be kept free from poisonous plants and fungi through:
- Negotiating with land owners, particularly where the space is shared, the removal and planting of suitable trees, plants and shrubs.
- Regularly checking the licensed environment for growth of potentially poisonous plants, weeds and fungi.