Policy Group 6: Provision and Safety of Facilities
Policy Group 6: Provision and Safety of Facilities

6.1 Space and Facilities Requirement
6.2 Provision of Resources and Equipment
6.3 Workplace Health and Safety
6.4 Shared Facilities
6.5 Use and Maintenance of Air Conditioning
6.6 Management of Poisonous Plants and Fungi
6.1 Space and Facilities Requirements Policy

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 and other Provisions

The laws and other provisions affecting this policy include:

- *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: 3.1 – Educational Program Planning and Curriculum Development and Curriculum Development, 3.7 – Physical Activity, 10.3 – Budgeting and Planning.*

Procedures

The Management Committee will ensure that the following are provided by the Service:

- Indoor space of 3.25 m² of useable space per child. Indoor spaces used by children will be well ventilated, have adequate natural light and are maintained at a temperature that is safe and reasonable.
- Outdoor space of 7m² of useable space per child including adequate shaded areas.
- Playground equipment, swings and other large pieces of equipment are to be located over areas with soft fall surfaces recommended by recognized safety authorities.
- Verandah areas may be included as either indoor OR outdoor space and only with the written approval of the Regulatory Authority.
- Adequate toilet, hand washing and drying facilities for children and educators and in particular that:
  - By location and design, allow for safe use by the children and;
  - Allow convenient access from both indoor and outdoor areas.
- Facilities that cater for soiled clothing including hygienic storage and inaccessibility to children.
- Adequate facilities that cater for the safe handling, preparation, storage and disposal of food and beverages.
- Sufficient furniture, materials and equipment that are developmentally appropriate, inclusive and adaptable to ensure participation by every child in the program.
- Adequate administrative space and facilities for the purposes of:
  - Conducting the administrative functions of the service, and;
  - Private and personal conversations with families;
  - Providing respite for Nominated Supervisors, educators and/or volunteers.

The Nominated Supervisor will, in conjunction with the Management Committee, ensure that the following are available at the Service:

- A telephone located inside the premises or one that is accessible at all times;
- Storage space close to play areas, with at least one lockable cupboard for valuable equipment;
- A lockable drawer or small cupboard for educator personal belongings;
- Area to display children’s artwork and a notice area for parents;
- Equipment and resources displayed in such a way that children can access them independently;
- A space for children to put their lunch/coat/bags etc.;
- Adequate lockable storage facilities for equipment, tools, first aid kit, medication and poisonous and dangerous substances;
- Lockable cupboard or filing cabinet for all child and family information (including enrolment forms), educator records and any other confidential records;

Adequate space for children to engage in rest and/or quiet experiences.

The premises, furniture, materials and equipment will be safety checked prior to use through the daily risk assessment, and all OSHC equipment will be checked monthly.
<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2.12</td>
<td>2.7.12</td>
<td>31.7.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>
6.2 Provision of Resources and Equipment Policy

The Service recognizes the importance of providing resources and equipment that are safe and suitable to the developmental and recreational needs of the children in care. When purchasing resources and/or equipment consideration will be given to the ages, skills and abilities as well as the area in which the resources/equipment are to be used.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *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: 3.1 - Educational Program Planning, 3.7 – Physical Activity, 3.9 – Creative and Expressive Arts, 4.4 – Preventative Health and Wellbeing, 6.1 Space and Facilities Requirement, 6.3 – Workplace Health and Safety.*

Procedures

Care will be taken when purchasing equipment to ensure it complies with relevant Australian Standards (available from Standards Australia) and is suitable for the purpose for which it is intended.

Equipment provided will be appropriate to the interest, developmental and cultural needs of the children, is flexible and able to be rearranged or adjusted to provide additional interest, variety, challenge and support the inclusion of children with additional needs.

The Nominated Supervisor 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 a safe and good working order.

Children will be encouraged to access outdoor areas which include natural elements such as trees, plants, edible gardens, sand, rocks, mud and water.

Safe storage and shelving will be provided to allow children to independently access equipment and resources.

The Nominated Supervisor 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 are encouraged to use OSHC equipment and resources with care and respect. Willful and purposeful damage and or breakage of OSHC equipment and resources will result in the family being charged with the replacement costs.

<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2.12</td>
<td></td>
<td>22.2.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>
6.3 Workplace Health and Safety Policy

For the protection of children, educators, management and the Service as a whole, the Service will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the Work Health and Safety Act, 2011. See also Policy 7.1 for specific obligations relating to Emergency equipment and facilities. The service promotes health and safety awareness for all people involved in the service. Policies and procedures are developed and monitored to reflect safe work practices.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- **Education and Care Services National Law Act, 2010 and Regulations 2011**
- **Duty of Care**
- **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: 4.4 – Preventative Health and Wellbeing, 6.1 Space and Facilities Requirement, 6.2 – Provision of Resources and Equipment, 8.10 – Staff Orientation and Induction, 10.9 – Risk Management and Compliance.**

Procedures

The Nominated Supervisor shall be responsible to act as the Officer for the service, or to ensure that there is, at all times, an educator or other appropriate person in relation to the Service who is designated in this position, and who shall report directly to the Nominated Supervisor and Primary Duty Holder (PCBU).

If the Nominated Supervisor or another team member of the Service is acting in the role of Officer, the Nominated Supervisor shall ensure that person has adequate time, education/training and resources to ensure that she/he is able to fulfill the role as required by the legislation.

The 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 PCBU on request;
- regularly check the website or other resources of the Queensland Department of Justice and Attorney General at [http://www.deir.qld.gov.au/workplace/index.htm](http://www.deir.qld.gov.au/workplace/index.htm);
- monitor educator practices and ensure up to date information is distributed;
- make recommendations to PCBU on how to improve current systems;
- ensure stairs and walkways are kept clear of furniture, equipment and clutter;
- ensure equipment is arranged with consideration to its purpose and in relation to other areas of play space.

The Educator Handbook and orientation/induction 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).

Accident Prevention

Accident prevention measures have been identified and are implemented as appropriate and the Out of School Hours Care service ensures adequate supervision at all times – indoors, outdoors and on excursions. All equipment and materials are maintained and regularly inspected by staff with regard to safety. The program encourages an understanding of safe behaviour in areas near roads and water and has clearly defined and secure boundaries. Passageways and play areas are free from clutter, allowing ready movement and the children are encouraged to participate in maintaining this safe, secure environment. Up-to-date sun safe policies are in practice.

Toxic materials are stored out of children’s reach. The service has fire prevention measures, including evacuation plans, adequate fire safety equipment and regularly practices fire drills. There is ready access to a working telephone and the service has clear safety procedures relating to the arrival and departure of children, including provision of safe parking arrangements.

The physical environment promotes enjoyment and wonder for children. It lets imaginations develop and flourish and encourages other stimulating interactions. Staff responses need to be appropriate and supportive.
Dangerous Substances
The Nominated Supervisor must ensure that:

- all 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.
- Unused or unnecessary substances are disposed of in a safe manner.
- All hazardous substances have a MSDS (Material Safety Data Sheet) obtained from the manufacturer which will be kept close to the storage of the product. All hazardous substances are recorded in a register, including a copy of the relevant MSDS. A MSDS is to be completed immediately when handling or using a new hazardous substance.
- Storage of medications and service first aid kit/s, are locked and accessible to educators but not to children.

Maintenance
The PCBU and Officer will be responsible to ensure that the Service has adequate heating, ventilation and lighting at all times.

The Officer will ensure that educators remove from use and have repaired or replaced as soon as possible, all equipment that is faulty or broken.

Regular periodic inspections of the service building and surrounding areas will be conducted using environmental checklists and identifying areas such as car parks, gardens and pathways etc.

Regular periodic inspections of all playground equipment will be conducted using the playground maintenance checklist (see Appendix C).

Prior to use each day, educators will check all outdoor equipment to ensure it is safe for use, free from items which may cause injury, and is free from splinters and spiders.

Hazards identified from these safety checklists (see Appendix C) will be bought to the Officer’s attention by the educator. The Officer will complete a hazard report form (see Appendix C) and forward it to the relevant authority (school and/or management committee).

Sandpits will be raked prior to use to check for any animal faeces and any potentially dangerous objects.

Facilities and equipment which are assessed to have potential for injury will not be used or action will be taken to allow safe usage. An entry detailing the problem will be entered into the team communication book and all educators will be instructed on any restrictions necessary on use of equipment or areas.

The PCBU and Officer shall ensure that an approved earth leakage device is installed and operational. Educators will be aware of the location of the power board and how to access the circuits used by the Service.

In regards to electrical equipment, the PCBU and Officer will be responsible to ensure that:

- Specified electrical equipment is inspected, tested and tagged by a competent person at prescribed intervals and immediately withdrawn from use if it is not safe to use; OR
- Specified electrical equipment is connected to a type 1 or 2 safety switch. The safety switch must be tested at prescribed intervals and withdrawn from use if not working properly.

Educators will be instructed in the safe use and storage of electrical equipment associated with their work.

The PCBU and Officer shall ensure that all fire safety equipment (extinguishers and blankets) are maintained in accordance with the Building Fire Safety Regulation 2008.

Manual Handling
Management will ensure that all team members have adequate training in relation to lifting and manual handling techniques used at the service. Educators must use lifting equipment (e.g. hoist) if available.

The Nominated Supervisor will ensure that appropriate lifting and manual handling techniques are practiced by educators and/or volunteers. Educators must inform the Nominated Supervisor if they have any medical or health issues that may place them at risk of injury when lifting or moving people/objects.

Information regarding appropriate lifting and manual handling techniques will be made accessible to educators through the orientation and induction process.

Sharps/Dangerous Objects
‘Sharps’ refers to any object that can pierce or penetrate the skin easily, including needles and/or broken glass.
As part of the service daily safety checklists, educators may be required to dispose of needles/sharp hazards that are found in playground and sandpit areas as well as clean up broken glass that may be contaminated with blood.

The Nominated Supervisor will put together a sharps disposal kit consisting of disposable gloves, appropriate tongs and a strong puncture proof plastic container with a screw top lid.

For the collection and disposal of needles and/or dangerous objects:
- Place the container (with lid off) on the ground near the hazard;
- Use gloved hand or tongs to pick up the needle/syringe by the barrel at the end away from the needle. For other dangerous objects, take care when picking them up;
- Place the needle/syringe sharp end first into the container. Do not hold the container while you do this. For other dangerous objects, carefully place them into the container. Replace the lid and seal tightly;
- Dispose of the container by putting in the wheelie bin or taking it to a public sharps disposal bin.

If you are injured by a used needle:
- Wash with running water and soap as soon as possible;
- Apply a sterile waterproof dressing such as a Band-Aid;
- Seek medical advice from your doctor, local health centre or Hospital.
- Follow the safe disposal procedures as above and take the needle or syringe with you to the doctor.

The Sharps Disposal kit will be kept in the locked First Aid Cupboard.

Knives and sharp objects will be kept in a locked cupboard clearly marked. When used they will be hand washed and dried and returned to the locked cupboard immediately.

There shall only be one entrance and exit for Parent and Guardians at the service – the front door. Parents and guardians are not permitted to enter through the back door as they may trip over or run into children who are using the area.


<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.7.12</td>
<td>2.7.12</td>
<td>31.7.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>
6.4 Shared Facilities Policy

The service actively strives to protect the rights, dignity and safety of all people and groups who use the shared facilities of the school community.

Management will endeavor to achieve this through the implementation of the following procedures. These procedures are to be implemented should there be a need for the facilities to be shared with other people or groups during the OSHC service operating hours.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *NQS Area: 2.3.1, 2.3.2; 3.1.3; 3.2.1; 7.1.1, 7.1.2; 7.3.4.*

Procedures

These share arrangements shall be clearly articulated within the OSHC service agreement between the school and the service and will include information surrounding:

- Communication between the school and the service in regard to shared arrangements;
- The storage and packing arrangements for equipment and materials used in the shared space;
- The accessible entries and exits to the shared space by the service including emergency exits;
- Evacuation and lockdown procedures for shared facilities;
- The accessible amenities to be used by the service and those available to the public;
- Telephone access whilst using the shared space;
- Cleaning and maintenance requirements;
- Security and closing procedures for the shared space detailing service and public responsibility; and
- Communication strategies for external users of the shared facility.

All communications will pass through the management committee and be clearly articulated to OSHC in a written report including requirements, expectations, and contact details of all parties involved.

<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2.12</td>
<td></td>
<td>22.2.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>
6.5 Use and Maintenance of Air Conditioning Policy

The Service recognises and understands the need to maintain a healthy and safe environment for children and educators whilst at the same time valuing the need to ensure that the air conditioning operates with minimum impact on the environment.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *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;*

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 educators.

The air conditioner shall be set at a reasonable temperature at all times it is in use. For energy efficiency the recommendation is 24 °C.

Educators will ensure that, before the air conditioning is turned on, windows and doors will be closed for energy efficiency.

Regular maintenance shall be carried out on the system/s by the school contractor.

Regular cleaning of the air conditioner unit dust filters will be conducted and included as part of the service cleaning schedule.

Aesthetics and safety shall be considered for all new air conditioning installations.


<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2.12</td>
<td></td>
<td>22.2.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>
6.6 Management of Poisonous Plants and Fungi Policy

The Service understands the need to maintain a healthy and safe environment for children and educators whilst at the same time valuing the aesthetic appeal of the natural environment. A number of 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 and other Provisions

The laws and other provisions affecting this policy include:

- 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

Procedures

The service shall maintain a current copy of the Queensland Government Resource “Plants and fungi poisonous to people in Queensland” produced by the Queensland Health Environment Protection Agency. This resource will be made accessible to and discussed with all members of staff and management. This booklet shall be located on the staff bench in the centre. This resource is available at http://www.health.qld.gov.au/poisonsinformationcentre/plants_fungi/default.asp

The service shall keep in a visually accessible location the number for the Poisons Information Centre 131 126.

The service environment will be maintained 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 service environment for growth of potentially poisonous plants, in particular weeds and fungi;
- Immediately removing any recognised poisonous plants from the service environment using appropriate gardening gloves and tools and disposing of these in a safe manner.

<table>
<thead>
<tr>
<th>Date of Development</th>
<th>Date of amendment</th>
<th>Date Ratified</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2.12</td>
<td>2.7.12</td>
<td>31.7.12</td>
<td>1.2.14</td>
</tr>
</tbody>
</table>