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*Activity Centres Incorporated is a community based not for profit organisation managed by a parent Committee*

## **Policy Statement**

- We aim to provide a comfortable environment for the staff, children and their families by ensuring adequate provision and maintenance of heating, cooling, ventilation and lighting.

## **Considerations**

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place

## **Procedures**

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the ACI Equipment and Maintenance of Equipment Policy.
- All heating, cooling systems and power cords will be kept in a safe area and away from the children.
- The coordinator/responsible person will take individual needs and specific activities into account when ensuring that the heating / cooling levels are comfortable for the majority of people present at any time.
- Coordinator/Responsible person will make changes to the program delivery in the event of extreme weather, to ensure children are not in the extreme weather conditions.
- Adequate ventilation will be maintained at all times. Windows will be properly maintained to ensure easy opening so ventilation of all areas can be maintained. Any broken windows need to be reported to the school/parish for repair as per ACI Equipment and Maintenance of Equipment Policy.
- Where activities involve materials that have a strong fumes, such as paint and glues, staff will ensure there is adequate ventilation before undertaking the activity.
- Suitable windows and doors are to be opened during operation unless closed to protect from extreme weather conditions.
- Natural light is considered the most desirable. Provision of natural light areas will be enhanced as much as possible.
- Natural light will be made available where possible and good overhead lighting provided for children whilst playing or doing detailed work such as art, craft or reading.
- Adequate lighting will be maintained both indoors and outdoors.
- Should staff, children or parents complain about temperature, ventilation or lighting not being at a comfortable level, the matter will be drawn to the attention of the manager or management committee, so steps can be made to address the problem in a timely manner.

## **Checklist for Staff**

- ☑ Ensure heating / cooling is at a comfortable level
- ☑ Ensure windows / doors are open for ventilation
- ☑ Ensure lighting levels are suitable for the activities provided.
- ☑ Report any concerns to the responsible person, coordinator or manager.

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 01<sup>st</sup> March 2017**

**Comfort Policy is to be reviewed by the 01<sup>st</sup> March 2022**