

Policy Statement

Activity Centres Inc aims to ensure that the building and premises, used to care for children are clean, safe and in good repair. Activities Centre Inc aims to provide Staff with a safe work place.

Considerations

- ✓ Education and Care Services National Law 2010.
- ✓ Education and Care Services National Regulations 2011.
- ✓ Work Health and Safety Act 2011
- ✓ Work Health and Safety Regulation 2017
- ✓ Safe Work NSW
- ✓ Insurance and Care NSW (icare)

Procedures

- All buildings used by the Organisation will be maintained and in a safe, clean condition and in good repair at all times.
- All areas of the premises used by the Organisation shall be maintained in a way that is safe for children and Staff to enjoy.
- As the buildings and premises are leased, the Service Coordinator will ensure that any maintenance that needs to be carried out by the School or Parish is reported to the School Principal or Parish and followed up to ensure any work is carried out in a timely manner.
- Any hazards that are identified will be removed or roped off until repairs are completed.
- Hazard reports will be completed by Coordinators and handed to the School Principal or Parish.
- All contractors arranged by ACI will have their own public liability insurance.
- All plug sockets shall be maintained as child safe.
- Electrical circuit breakers will be installed wherever possible and maintained by a licensed tradesperson.
- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- Ensure any soft-fall surfaces are maintained and comply with relevant Australian Standards before use.
- Families will be encouraged to notify Staff of any concerns they might observe of the building and premises.
- Coordinators or Manager will give a review of works completed by any tradesman employed, for future reference.
- It is the Management Committee's responsibility to support the Manager's requests to maintain a safe environment
- Should any Service be considered unsafe or a health risk, and appropriate temporary building and or premises cannot be found, notice shall be given to families and the Service closed until such times as the problem has been rectified.

Checklist for Staff

- ☑ Ensure the building and premises are clean and tidy
- ☑ Report any damage or hazards to the Coordinator or Manager
- ☑ Report all maintenance required to landlords- follow up for timely repair
- ☑ Remove any hazards if it is safe to do so.
- ☑ Cordon off any area that is unsafe to be used.
- ☑ Contact emergency services if any life threatening damage is apparent.

_____ end of policy _____

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

Endorsed by the Management Committee on the 5th December 2018

Building and Premises Policy is to be reviewed by 5th December 2022