

EQUIPMENT MAINTANENCE AND SAFETY POLICY

Under the Education and Care Services National Law and Regulations we have a responsibility to protect the health and safety of children enrolled at our Services. Whilst risk management is included in our health and safety Policies, we understand our responsibility in providing a safe environment for all children and the need to check all equipment and furniture regularly to minimise risks to all those entering the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
111	Administrative space
168	Education and care service must have policies and procedures
170	Policies and procedures must be followed
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

RELATED CHILD SAFE STANDARDS	
1	Child Safety is embedded in organisational leadership, governance and culture.
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimise the opportunity for abuse to occur
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Child Safe Environment Policy	Physical Environment Policy
Donations Policy	Sand Pit Procedure
Health and Safety Policy	Supervision Policy
Hygiene and Cleaning	Work Health and Safety Policy
Incident, Injury, Trauma and Illness Policy	Wheeled toy Policy

PURPOSE

Management and educators have a responsibility and duty of care to ensure the building, furniture, grounds, and equipment are safe and hygienic. We aim to ensure that all furniture and equipment at the Service adheres to recognised safety standards and is age appropriate for the children.

SCOPE

This Policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

Activity Centres Incorporated (ACI) understands the importance of children experiencing and learning about risk through safe and creative play. The provision of safe environments for children is essential to prevent injury and enable them to explore and develop new skills.

THE APPROVED PROVIDER/ MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the *Education and Care Services National Law and National Regulations* are met.
- Educators, Staff and Students, have knowledge of and adhere to this Policy and associated Procedures.
- a proactive process of Risk Management is implemented, and clear processes are in place for the identification of hazards, risk minimisation and other control measures.



- daily/weekly routine visual inspections are made to identify obvious hazards in, but not limited to, surfacing, fixed and mobile equipment, moving parts, swings, ropes, chains, tyres, fences, and sandpits.
- records are kept of inspections and maintenance of furniture, playgrounds and equipment.
- educators and staff are aware of their responsibility to identify hazards and potential risks, conduct safety checks of all equipment and furniture and abide by Work Health and Safety requirements.
- any banned products will be removed immediately from the Service as required.
- the equipment and furniture used in providing Education and Care at the Service is safe, clean and in good repair.
- to adhere to the Education and Care Services National Law and Regulations and licensing requirements that relate to the safety of children at the Service.
- there is sufficient furniture and developmentally appropriate equipment so each child can take part in the educational program depending on their interests, ages and abilities.
- educators are aware of appropriate instructions for use and supervision for all equipment and furniture.
- furniture in the Service is securely built so it will not collapse, is easy to clean, and non-toxic.
- an administrative space or area is provided to conduct administrative functions and consult with parents of children. A space to conduct private conversations will be identified (or provided).
- entrapment hazards are identified; it is easy for small fingers and limbs to get caught in gaps. Head and upper body entrapments can cause death by asphyxiation. (Be aware that fingers can get caught in holes or openings between 5-12mm, limbs in gaps between 30-50mm and heads in gaps over 85mm.)
- to implement recommendations from organisations, such as Kidsafe, on fall zones and suitable heights of furniture, equipment and playground equipment (minimum height of equipment requiring fall zone is 600 mm).
- all equipment and furniture are kept in a clean and hygienic state, particularly before and after food service.
- Toys and equipment cleaned and sanitised on a regular schedule and documented, as per Cleaning and Hygiene Policy.
- the regulatory authority is notified of any serious incident involving serious injury or trauma to a child within 24 hours.

EDUCATORS WILL:

- provide effective supervision of children at all times to minimise the risk of accidents and injuries that could result from the furniture and equipment within the indoor and outdoor learning environment.
- regularly check furniture and equipment for stability and wear and tear- (corners, surface- splinters, missing bike handle grips, faulty cleats in boards or ladders, heavy objects on climbing frames that destabilise the equipment)
- keep records of daily/weekly inspection of indoor/outdoor equipment.
- keep an accurate record of any furniture or equipment that needs maintenance in the *Maintenance Record* and ensure this is reported to management and the School, as required.
- Keep accurate records of equipment and toy cleaning.



- carefully consider all aspects regarding the use of furniture and equipment and how it suits the age and stage of the children's development.
- ensure the furnishings and equipment within the program support and stimulate children's leisure and development.
- equipment or toys that require button batteries will be thoroughly assessed to ensure their necessity and safety and ensure batteries will be unable to be removed from toys by children in the course of play.
- reflect on common accidents and incidents in the learning environment and implement an action plan to ensure the safety of children and minimise accidents at the Service.
- provide a safe physical environment that allows children to play safely, through regular clean ups, to ensure there are no trip hazards and floor space remains clear.
- remain up to date with health and safety changes within the Education and Care sector by attending appropriate professional development.

BATTERY SAFETY

Button Batteries- Button batteries pose significant risks to children due to their small size and potential to cause serious internal injuries if swallowed or inserted into the body. To reduce the likelihood of these risks, management and educators must review all purchases to avoid, where possible, buying equipment or toys powered by button batteries

If equipment or toys requiring button batteries are purchased, they must be assessed to ensure the batteries are secured in a child-resistant compartment to minimise or prevent access. Educators are responsible for keeping all button batteries out of reach of children at all times, flat batteries must be disposed of correctly immediately. Families and children are advised that toys or items from home requiring button batteries are not permitted within the Service, with exceptions made for essential medical aids such as hearing aids.

In the event a child swallows, inserts, or is suspected of swallowing or inserting a button battery, educators must immediately contact the **Poisons Information Centre on 13 11 26** and follow first aid procedures.

Lithium-ion Batteries- Portable rechargeable lithium-ion batteries pose significant safety risks if not handled properly. These batteries may catch fire, explode or release toxic gases when damaged, improperly stored or incorrectly charged.

Our Service will ensure products containing lithium-ion batteries are purchased from reputable suppliers. Batteries are to be stored according to manufacturer instructions - in a cool, dry place, out of direct sunlight and never left in cars. Batteries are to be cooled before charging, if the battery is showing any sign of damage or failure it is not to be used, charged or repaired but will be disposed of safely.

Educators will take precautions to ensure lithium-ion batteries are not charged on flammable materials, such as beds, carpet or clothing. Batteries are not to be left on charge overnight to minimise the risk of overheating or fire.

SOURCES

ACCC Product Safety. (2025). [Lithium-ion batteries guide](#)

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Competition & Consumer Commission. (n.d.). Product safety Australia: Mandatory standards: <https://www.productsafety.gov.au/product-safety-laws/safety-standards-bans/mandatory-standards>

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023). [Education and Care Services National Regulations](#). (Amended 2023).

Kidsafe NSW Inc. Home and community safety information sheets: <https://www.kidsafensw.org/resources/information-sheets/>

Queensland Government. Early Childhood Education and Care. (2025). [Safety alert: Button batteries](#)

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED BY	Jessie McCulloch, Rachael Bajo & Natasha Foenander	Role: Head office team	Date: 09/10/2025
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	A.S & H.C (14/10/2025)	UPDATES/MODIFICATIONS	-Changed to Childcare desktop policy -Renamed policy from Equipment and maintenance of equipment policy to Equipment Maintenance and Safety
NEXT REVIEW DATE: October 2026			