

# Equipment and Maintenance of Equipment Policy

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## **Policy Statement**

We aim to provide the appropriate equipment needed to ensure staff and children can work effectively. The items need to be available to meet the interests and developmental needs of the children, this will ensure they can enjoy their play and leisure time. All equipment should be in an appropriate condition for the activity. We aim to provide all staff, children, management committee, contractors and visitors with a safe and secure environment through proper and immediate attention to all equipment repairs and maintenance.

## **Considerations**

- ✓ My Time our Place
- ✓ Education and Care Services National Law Act 2012.
- ✓ Education and Care Services National Regulations 2011
  - Regulation 103 premises, furniture and equipment to be safe, clean and in good repair
  - Regulation 105 furniture, materials and equipment
- ✓ Work cover Authority New South Wales
- ✓ Work health and safety Act 2011
- ✓ Work health and safety regulations 2011
- ✓ Safe Work Australia
- ✓ ACI Hygiene and Cleaning Policy

## **Procedures**

- Equipment will be chosen that meet the children's developmental needs and interest.
- Equipment will be maintained in a safe, clean condition and in good repair at all times.
- There will be no damaged plugs, sockets, power cords or extension cords.
- All plug sockets shall be maintained as child safe.
- Electrical appliances shall be in good working order and tagged accordingly by a licensed electrician.
- All contractors should have their own public liability insurance.
- Daily safety checklists will be carried out and include checking the safety and good repair of equipment, toys and furniture and that there are no potential risk to children, staff or visitors to the service.
- Equipment, toys and furniture will be regularly washed and cleaned.
- Service coordinators are to keep a record of cleaning and maintenance of the equipment and toys. This may need to be produced on request by management or regulatory authority.
- Service furniture and premises to be cleaned daily, in line with ACI Hygiene and Cleaning Policy.
- Coordinators to ensure that any store rooms, storage cupboards etc. are cleaned out on a regular basis to ensure that they are well maintained and pose no risk to staff, children or visitors to the service.
- Recycled craft materials will be checked for potential hazards.
- Staff shall ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.
- Risk assessments have been developed for use of equipment and the premises and are available on site.
- Coordinators and Educational Leaders are to ensure that there is sufficient developmentally appropriate equipment suitable for all children in care, and if not steps are taken to ensure that this is rectified as soon as possible.
- At the end of every term coordinators responsible to ensure the services has enough equipment for the number of children enrolled, and inform manager if more equipment is needed.
- Families, children and staff will be encouraged to notify coordinator and management of any concerns they might observe of any of our equipment.
- Damage to the building and/or premises should be reported to the landlord by the coordinator at their earliest convenience, to ensure repairs can be carried out in a timely manner. Coordinators are to use ACI Hazard reports and ensure we have a copy of the report for our records.
- Maintenance/ hazard report to be completed that states what needs to be done annually and by whom and when it is required to be completed.
- Any maintenance that requires specialised training shall be carried out by a licensed tradesperson.



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- Minor maintenance that does not require additional training and can be carried out by staff or other persons providing they have the appropriate acquired competence to do so.
  - Maintenance on any equipment (toys, furniture, sporting goods etc.) when it is safe to do so, can be carried out by the staff.
  - Equipment that cannot be repaired or poses a risk to any persons must be disposed of in a safe manner that does not impact on the environment.

## ***Checklist for Staff***

- Make sure equipment is in good condition for the purpose it was intended.
- Report any need for maintenance to the coordinator or manager.
- Ensure daily safety check is carried out.
- Fix or remove and equipment that is not safe.
- Toys, equipment and service to be cleaned on a regular basis and in line with our ACI Hygiene and Cleaning Policy.

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

**Endorsed by the Management Committee on the 20<sup>th</sup> October 2016**

**Equipment Policy is to be reviewed by the 20<sup>th</sup> October 2021**