

# Heating, Ventilation and Lighting

## Policy Statement

We aim to provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the Services.

## Policy Considerations

- National Quality Standards/Elements: 3.1 (Design), 3.2 (Use)

## Procedure

- All heating and cooling systems that are supplied will be of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the maintenance policy.
- All heating and cooling systems and power cords will be kept in a safe area and away from children.
- The Coordinator will take individual needs and specific activities into account when ensuring that heating, ventilation and lighting levels are comfortable.
- Should staff, children or parents complain about heating in the Service not being at a comfortable level, this matter will be drawn to the attention of the school and steps made to address the problem.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and screens placed on them for protection from insects.
- Where activities involve toxic materials such as paints and glues, staff are to ensure there is adequate ventilation before undertaking the activity.
- Windows may be opened during the operation of the Service except in the case of extreme weather conditions.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- Suitable outdoor lighting will allow parents, staff and children to enter and exit the building without any unsafe dark areas.

## Document Version Control

Version Date	Changes
05/12/2018	Full review
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