

## Building Equipment Repairs and Maintenance

### Policy Statement

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

### Policy Considerations

- National Quality Standards/Elements: 3.1 (Design)
- ACT Occupational Health and Safety Act and Occupational Health and Safety Regulations
- Kidsafe Playground standards – [www.kidsafe.nsw.org](http://www.kidsafe.nsw.org)

### Procedure

- All Kids Biz OSHC services operate within shared facilities. Facilities are maintained by the Catholic Education Archdiocese of Canberra and Goulburn and the ACT Education Directorate. Kids Biz will work collaboratively with these agencies to ensure facilities are safe and well maintained.
- Equipment and resources will be chosen and purchased to meet the children's developmental needs and interests.
- Buildings and all equipment will be maintained in a safe, clean condition and in good repair.
- Daily hazards checks and cleaning procedures will be completed. Hazards check will include checks for unsafe equipment, resources or facilities.
- Plugs, sockets, power cords and extension cords will be removed from use if damage is identified.
- Electrical appliances shall be in good working order.
- Electrical circuit breakers will be installed and maintained.
- The service and equipment will be regularly checked to ensure that they are in a good and safe condition and comply with relevant Australian Standards.
- Appropriate soft-fall surfacing is maintained by the schools Kids Biz hires facilities from.
- Equipment will be regularly washed, disinfected and cleaned.
- Families and children will be encouraged to notify the staff of any hazards or maintenance issues that they might observe.
- Anything that requires maintenance is to be reported to the Coordinator as soon as possible.
- Faulty equipment should be removed, or protection placed around any dangerous sites.
- Construction sites should have appropriate measures in place, such as temporary fencing, to prevent children going in or near the area.
- For urgent repairs, the Coordinator will contact the school to organise a contractor/repair person to attend to the problem.
- Should the service be considered unsafe or as being a health risk, then the Service will be closed, after notice has been given to all relevant parties; until the problem has been rectified.

Reviewed on:	23/02/2023	Approved on:	24/03/2023
Reviewed by:	Courtney Tanner	Approved by:	Scott Finnigan

# Kids Biz Holidays & Sports OSHC Policies & Procedures

## Document Version Control

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27/08/2019	Document version history added
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