

# Buildings, Furniture and Equipment

We have a responsibility to protect the health and safety of children enrolled at the centre. This is reflective in our health and safety policies, however nursery furniture and equipment safety is important not only for children, families and educators, but to every person who enters the premises or uses the Centres equipment.

- The centre defines 'Buildings' as the main structure of the child care centre building. This may include verandas, fences and sheds.
- The centre defines 'Furniture and Equipment' as all children's toys indoors and outdoors. All electrical appliances and office equipment, such as; computers, photocopiers. Any furniture with in the centre, such as, tables, chairs, and shelves
- It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the centre's Maintenance of Buildings and Equipment Policy, procedures and practices
- The centre will consistently reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- The Educators in each room will complete an Indoor /Outdoor Risk Assessment on a daily basis to ensure the Maintenance of equipment.
- It is the responsibility of the Approved Provider/Nominated Supervisor to complete a Building Safety Checklist of the centre and its grounds bi-annually and ensure any works deemed necessary are done to Australian standards. The Approved Provider/Nominated Supervisor will also ensure that the centre and its grounds comply with Local Government and BCA regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- Should the centre undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the centre is not compromised.

Management and Educators have a responsibility and duty of care to ensure the building, grounds and equipment are safe and hygienic. We aim to ensure all furniture and equipment at the Centre has acceptable safety standards and age appropriate for the children.

We will only use furniture and equipment that been made in accordance with Australian design standards and the safe baby code of practice which has been developed by Kidsafe Child Accident Prevention Foundation of Australia.

- The equipment and furniture used in providing the education and care at the centre is safe, clean and in good repair
- The age recommendation in relation to the age and developmental stage of the children using the furniture and equipment
- Educators are aware of appropriate instructions for use and supervision
- Furniture is securely built so it will not collapse, is easy to clean, and non-toxic
- Look to identify any entrapment hazards; 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.)
- All equipment and furniture is kept in a clean and hygienic state, particularly before and after food centre.
- Furniture and equipment does not contain any lead. This is most likely to occur with second hand furniture.

*Educators will ensure:*

- They carefully consider all aspects regarding the use of furniture and equipment and how it suits the age and stage of the children's development.
- All cupboards have safety locks and remain locked when not in use



- Effective supervision of children, including infants at all times to minimise the risk of accidents and injuries that could result from the furniture and equipment within the learning environment and nursery.
- To regularly test locking devices to ensure they work correctly
- To regularly check furniture and equipment for stability wear and tear.
- Non-toxic, easy to clean surfaces will be sourced for all equipment.
- 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 Centre
- A record is kept of any furniture or equipment that needs maintenance in the *Maintenance Register* and report this to Management.

### Nursery Furniture

- The Nursery will be free from small objects or items that can break and become a potential hazard.
- Always use furniture and equipment that is free of rough surfaces, sharp edges, points, projections and small pieces that can break off. (Avoid using unsafe equipment such as baby walkers)
- To reduce the risk of harm, collapsible furniture and furniture that presents possible entrapment hazards will not be used in the Nursery.
- Infants will never be left unattended at any time. All infants are to be safely secured in their highchair when eating.
- Ensure the sides of cots are put up when children are inside

**Source:** Australian Children’s Education & Care Quality Authority. (2014), Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics, Guide to the National Quality Standard, Early Years Learning Framework for Australia: Belonging, Being and Becoming, Product Safety [http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe\\_0.pdf](http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe_0.pdf) Kids Safe, Occupational Health & Safety Act.

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**Review Completed:** 10/01/2017

**Schedule for Review:** 10/01/2018

<b>National Quality Standard – NQS</b>	
<b>Quality Area 2: Children’s Health and Safety</b>	
<b>2.3.2</b>	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury
<b>Quality Area 3: Physical Environment</b>	
<b>3.1.1</b>	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
<b>3.1.2</b>	Premises, furniture and equipment are safe, clean and well maintained
<b>Education and Care Service National Regulations</b>	
<b>103</b>	Premises, furniture and equipment to be safe, clean and in good repair
<b>105</b>	Furniture, materials and equipment



