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Woollooware Outside School Hours Care

BUILDING EQUIPMENT REPAIRS & MAINTENANCE POLICY

POLICY STATEMENT

Woollooware Outside School Hours Care will provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

CONSIDERATIONS

Education and Care Services National Regulations – R103, R105, R168

National Quality Standard – 2.1.1, 2.2.1, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 7.1.2, 7.1.3

My Time Our Place: LO. 1

Other Service policies/documentation – Role of Management Committee Policy, Facility Management Policy, Security Policy, WHS Policy, Work Health and Safety Act 2011, Kidsafe NSW, Lease Agreement

PROCEDURES:

Equipment will be chosen 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 at all times.

There must 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.

Electrical circuit breakers will be installed and be maintained.

Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.

All contractors should have their own public liability insurance.

The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition and comply with relevant legislative standards.

Equipment will be regularly washed and cleaned.

Educators should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.

Parents will be encouraged to notify educators of any problems that they might observe.



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Anything that requires maintenance is to be reported to the Centre Director as soon as possible, and the appropriate Hazard Report forms completed.

Faulty equipment should be removed or protection placed around any dangerous building sites.

For urgent repairs, the Director will organise a contractor/repair person to attend to the problem. The contractor will be chosen in consultation with School administration.

Non-urgent repairs will be reported to the Director who will note this in their report and bring it to the attention of the Committee at the next meeting. The Committee and Director will organise to rectify the problem.

For major repairs, a minimum of three quotes will be sought and reviewed by the Committee who will make a decision on further course of action. The Director or someone on the committee may obtain the quotes.

Maintenance reviews should be done as part of the Director's report at each meeting. It is the committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for educators, children and families.

Should the Centre be considered unsafe or as posing a health risk, then the Centre will be closed, after notice has been given to all relevant parties (including the regulatory authority via NQAITS), until the problem has been rectified.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023