



Woolooware Outside School Hours Care

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HEATING, VENTILATION AND LIGHTING POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to provide a comfortable environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the Centre.

CONSIDERATIONS

Education and Care Services National Regulations –R103, R105, R110, R168

National Quality Standard – 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.2.2, 3.2.3, 7.1.2, 7.1.3

My Time Our Place: LO. 1

Other Service policies/documentation – Complaints Policy, Facility Management Policy, Building Equipment Repairs and Maintenance Policy, Indoor Environment Policy, Hazardous Materials Policy, Security Policy, WHS Policy, Work Health and Safety Act 2011

PROCEDURES

All heating and cooling systems 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 (see Building Equipment Repairs and Maintenance Policy).

All heating and cooling systems and power cords will be kept in a safe area and away from children (see Occupational Health and Safety Policy and Indoor Environment Policy).

The supervisor on duty will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.

Should educators, children or parents complain about heating in the Centre not being at a comfortable level, this matter will be drawn to the attention of the Management Committee and steps made to address the problem (see Complaints Policy).

Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening.

Where activities involve toxic materials such as paints and glues, educators will ensure there is adequate ventilation before undertaking the activity (see Hazardous Materials Policy).

Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.



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In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided (see Indoor Environment Policy).

Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the Centre that clearly provides unobstructed view of the door and surrounding areas.

Outdoor lighting will be suitable so that parents, educators and children can enter and exit the building without any unsafe dark areas. If this responsibility falls into the jurisdiction of the school then any outdoor lighting issues will be brought to the attention of the Management Committee who will ensure the issue is then passed on to the school liaison.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023