

Building and Equipment Policy

Purpose

To ensure the building and equipment used in the centre is safe and in good repair.

Definitions

Building – A permanent fixed structure forming an enclosure and providing protection from the elements.

Equipment – The necessary articles for a purpose.

Procedures

- Daily safety checklists of the indoor and outdoor environment are undertaken by staff to identify any potential safety hazards.
- Electrical and fire equipment are tested and tagged regularly by independent safety specialists employed by the council.
- Regular building inspections are undertaken by Stonnington Council's Maintenance Department to assess the state and condition of the centres.
- All maintenance, required on the building, is logged with the council for work to be carried out.
- If equipment is damaged or unsafe it is removed from the children's play area and placed in the service yard for repair or disposing of.
- For all other equipment in the building again if damaged or unsafe it is removed and placed in the service yard for repair or disposing of.
- All equipment and building faults must be report to office staff.

Sources:

Created: August 2011

Reviewed: May 2017