

Early Childhood Learning Centre

Environment management policy

Categories: Premises and facilities

Last Modified: March 2023

Review Date: March 2025

Policy Statement

Staff and children's health, safety and well-being are supported at the Centre.

Rationale

To ensure the premises, equipment and facilities are safe for children and adults.

Objectives

1. Teachers will conduct and document daily safety checks of the indoor and outdoor environments, and equipment.
2. The Team Leader will conduct annual safety and maintenance checks of indoor and outdoor environments, and equipment at the start of each new year.
3. All check forms must be duly completed and signed by the staff responsible for the checks, and forms submitted to the Manager.
4. Teachers will report any equipment or aspect of the environment that requires maintenance and repair in the relevant check forms. The Team Leader will review any work needed to be done and liaise with the Administrator to organise any such work.
5. The Administrator will follow up on any work that needs to be done, and report progress to the Team Leader and Manager.
6. Teachers will report and manage hazards in accordance with the University processes for identifying and managing hazards.
7. Relevant forms will be completed, dated and signed by the teacher and Team Leader, and submitted to the Manager in a timely manner.

Related document

- Hazard identification and management form
- Daily, monthly, annual checklists