

Furniture & Equipment Safety Policy

We have a responsibility to protect the health and safety of children enrolled at the service. 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 Services equipment.

National Quality Standards (NQS)

Quality Area 3: Physical Environment	
3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
3.1.2	Premises, furniture and equipment are safe, clean and well maintained

Education and Care Services National Regulation 2011

103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment

PURPOSE

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 Service has acceptable safety standards and age appropriate for the children.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

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.

Management will ensure:

1. The equipment and furniture used in providing the education and care at the service is safe, clean and in good repair
2. The age recommendation in relation to the age and developmental stage of the children using the furniture and equipment
3. Educators are aware of appropriate instructions for use and supervision
4. Furniture is securely built so it will not collapse, is easy to clean, and non-toxic
5. 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.
 - a. (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.)
6. All equipment and furniture is kept in a clean and hygienic state, particularly before and after food service.
7. Furniture and equipment does not contain any lead. This is most likely to occur with second hand furniture.

Educators will ensure:

1. 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.
2. All cupboards have safety locks and remain locked when not in use
3. 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.
4. To regularly test locking devices to ensure they work correctly
5. To regularly check furniture and equipment for stability wear and tear.
6. Non-toxic, easy to clean surfaces will be sourced for all equipment.
7. 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 Service
8. A record is kept of any furniture or equipment that needs maintenance in the *Maintenance Register* and report this to Management.

Nursery Furniture

1. The Nursery will be free from small objects or items that can break and become a potential hazard.
2. 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)
3. To reduce the risk of harm, collapsible furniture and furniture that presents possible entrapment hazards will not be used in the Nursery.
4. Infants will never be left unattended at any time. All infants are to be safely secured in their highchair when eating.
5. 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, 2009
- Product Safety
http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe_0.pdf
- Kids Safe
www.kidsafensw.org

Review

Policy Review Date
November 2016