B-4 Heating, Ventilation & Lighting

NQS

QA. 2.1.1	Wellbeing and comfort
QA. 2.1.2	Health practices and procedures
QA. 3.1.1	Fit for purpose
QA. 3.1.2	Upkeep
QA. 3.2.2	Resources support play-based learning
QA. 3.2.3	Environmentally responsible
QA. 7.1.2	Management systems
QA. 7.1.3	Roles and responsibilities

National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 110	Ventilation and natural light
Reg. 168	Education and care service must have policies and procedures

Policy Statement

We aim to provide a comfortable environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the Centre.

Related Policies

- ENOSHCP Policy A-14: Complaints
- ENOSHCP Policy B-1: Facility Management
- ENOSHCP Policy B-2: Building Equipment Repairs and Maintenance
- ENOSHCP Policy B-6: Indoor Environment
- ENOSHCP Policy D-5: Hazardous Materials
- ENOSHCP Policy D-26: Security
- ENOSHCP Policy D-28: Workplace Health and Safety

Procedure

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 B-2 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 D-28 Workplace Health and Safety Policy and B-6 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 A- 14 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, staff will ensure there is adequate ventilation before undertaking the activity (see D-5 Hazardous Materials Policy).

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

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 B-6 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, staff 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.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011

Endorsed: 25/02/2019
Review Date: 25/02/2021