



FURNITURE & EQUIPMENT SAFETY POLICY

Adequate and safe furnishings and equipment are an essential component of quality early childhood education and care. We have a responsibility to protect the health and safety of children enrolled at the Service. Whilst this is reflected in our health and safety policies, furniture and equipment require careful consideration to minimise risks to all those entering the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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

RELATED POLICIES

Health and Safety Policy Physical Environment Policy	Supervision Policy Work Health and Safety Policy
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PURPOSE

Management and Educators have a responsibility and duty of care to ensure the building, furniture, grounds and equipment are safe and hygienic. We aim to ensure that all furniture and equipment at the Service adheres to recognised safety standards and is age appropriate for the children.

SCOPE

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

IMPLEMENTATION

Our Service understands the importance of children experiencing and learning about risk through safe and creative play. All children have the right to be safe. The provision of safe environments for children is essential to prevent injury and to enable them to grow and develop. We will only use furniture and equipment that has been made in accordance with Australian mandatory design standards.

Management will ensure:

- Mandatory Australian Safety Standards are always adhered to when purchasing new equipment or furniture, in particular in relation to cots, prams and strollers, baby dummies and dummy chains, baby walkers, bicycle helmets, and child restraints.
- The equipment and furniture used in providing education and care at the Service is safe and in good repair.
- The age recommendation in relation to the age and developmental stage of the children using the furniture and equipment is adhered to.
- Educators are aware of appropriate instructions for use and supervision for all equipment and furniture.
- Furniture in the Service is securely built so it will not collapse, is easy to clean, and is non-toxic.
- Entrapment hazards are identified; it is easy for small fingers and limbs to get caught in gaps. Head and upper body entrapments can cause death by asphyxiation. (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.)
- All equipment and furniture is kept in a clean and hygienic state, particularly before and after food service.
- Furniture and equipment does not contain any lead. This is most likely to occur with second-hand furniture.

- National Law and the Education and Care Services National Regulations and licensing requirements that relate to the safety of children at the Service are adhered to.
- 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.
- All cupboards accessible to children have safety locks and remain locked when not in use.
- To regularly test locking devices to ensure they are functioning correctly.
- Effective supervision of children, including the supervision of 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.
- To regularly check furniture and equipment for stability and wear and tear.
- Non-toxic, easy to clean surfaces will be sourced for all equipment.
- To 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.
- A record is kept of any furniture or equipment that needs maintenance in the *Maintenance Register* and this is reported to Management.
- To provide a safe physical environment that allows children to play safely.
- They remain up to date with health and safety changes within the early childhood sector by attending appropriate professional development.
- The furnishings and equipment within the program support and stimulate children's development.

Nursery Furniture

- The Nursery will be free from small objects or items that can break and become a potential hazard.
- Our Service will always use furniture and equipment that is free of rough surfaces, sharp edges, points, projections and/or small pieces that can break off.
- The use of unsafe equipment such as baby walkers will be avoided.
- To reduce the risk of harm, collapsible furniture and furniture that presents possible entrapment hazards will not be used in the Nursery.
- Infants will never be left unattended at any time.
- Educators will ensure that the sides of cots are put up when occupied by children.

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Competition & Consumer Commission. (2013). Keeping baby safe – a guide to infant and nursery products: <https://www.productsafety.gov.au/publication/keeping-baby-safe-a-guide-to-infant-and-nursery-products>

Australian Competition & Consumer Commission. (n.d.). Product safety Australia: Mandatory standards: <https://www.productsafety.gov.au/product-safety-laws/safety-standards-bans/mandatory-standards>

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

Kidsafe NSW Inc. Home and community safety information sheets: <https://www.kidsafensw.org/information-sheets/home-and-community-safety/>

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	AUGUST 2019	NEXT REVIEW DATE	AUGUST 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Sentences reworded/refined. • Additional information added to points. • Points added (Highlighted). • Relevant sources added. • Sources checked for currency – updated as required. • Sources alphabetised. • Related policies alphabetised. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
AUGUST 2018	Minor changes made to content. (Not critical to its delivery)	AUGUST 2019	
MAY 2018	Minor grammatical changes made to content. (Not critical to its delivery)	MAY 2018	
OCTOBER 2017	Updated the references to comply with the revised National Quality Standard	AUGUST 2018	
AUGUST 2017	Changes made to ensure children’s safety is upheld	AUGUST 2018	