

MULTI-STOREY BUILDING POLICY

Under the *Education and Care Services Regulations*, the approved provider must ensure additional safeguards are in place for Services located within multi-storey buildings and who do not have a direct egress to a safe assembly area. Multi-storey building refers to buildings with more than 2 floors including the ground floor.

Services located within multi-storey buildings must carefully consider and plan for safe movement of children and staff during transitions that require the use of stairs, lifts and any form of disability lift device. Babies, young children, and non-ambulant children are especially vulnerable as they are unable to respond independently and rely on early childhood professionals' preparedness and abilities. (ACECQA, 2022)

NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
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| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 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. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |
| 2.2.3 | Child Protection | Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect. |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
| 7.1.2 | Management Systems | Systems are in place to manage risk and enable the effective management and operation of a quality service. |
| 7.1.3 | Roles and responsibilities | Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service. |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS | |
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| S.165 | Offence to inadequately supervise children |
| S. 174(2)(a) | Prescribed information to be notified to Regulatory Authority |

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| S.176(2)(a) | Time to notify certain information to Regulatory Authority |
| 4 | Definitions |
| 12(d) | Meaning of a serious incident - any emergency for which emergency services attended |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury, trauma and illness record |
| 89 | First aid kits |
| 95 | Procedure for administration of medication |
| 97 | Emergency and evacuation procedures |
| 98 | Telephone or other communication equipment |
| 99 | Children leaving the education and care service premises |
| 103 | Premises, furniture and equipment to be safe, clean and in good repair |
| 104 | Fencing |
| 136 | First aid qualifications |
| 168 | Education and care service must have policies and procedures |
| 175 | Prescribed information to be notified to regulatory authority |
| 176 | Time to notify certain information to regulatory authority |

RELATED POLICIES

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| Administration of First Aid Policy Administration of Medication Policy Bush Fire Policy Child Protection Policy Child Safe Environment Policy Delivery of children to, and collection from ECE Premises Policy | Emergency and Evacuation Policy Furniture and Equipment Safety Policy Incident, Injury, Trauma & Illness Policy Lock Down Policy Safe Transportation Policy Supervision Policy Work Health and Safety Policy |
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PURPOSE

Our Service has a duty of care to ensure the efficient and safe movement of all children, educators, families, staff and visitors between levels of the building during normal operating hours and during emergency situations, ensuring the safe exit of children and other occupants.

Our Service premises are located in a multi-storey building and access to different levels is via a staircase, stairs or lifts to access different levels. This policy establishes guidelines to ensure our Service provides an environment that promotes children’s health, safety and wellbeing.

SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, management, students, volunteers and visitors of the Service.

IMPLEMENTATION

Our Service uses the stairs, lifts during the day for regular movement between floors / only for drop off and collection of children, emergency evacuation purposes and excursions.

Our Service implements a comprehensive *Risk Assessment* approach to identify any possible risks and hazards that may be present and take measures to either eliminate or minimise these risks as is reasonably practicable.

DEFINITIONS

Multi-storey buildings are any structures that contain more than 2 storeys or more including the ground floor. Any buildings with split levels or mezzanines are classed a singular level for this purpose.

Direct Egress is where the building has direct and level access to the outside evacuation assembly area without use of stairs or any obstructions including other occupants of the building. If a building is built on sloped land, then the Service located on the 2nd floor may possibly still have direct access to ground level and have direct egress to the assembly area outside of the building.

THE APPROVED PROVIDER/ MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- all new employees are provided with a copy of this policy as part of their induction process
- the *Multi-Storey Building Procedure* and the *Emergency Management Plan (EMP)* is referred to in an emergency situation

- in planning emergency evacuation procedures, all wardens of the building are to be consulted to ensure that in an actual emergency, the plan is well executed by all parties within the building, considering other building occupants emergency evacuation procedures
- emergency evacuation floor plans and procedures are displayed in prominent positions on each level near each exit at the Service premises including both the indoor and outdoor learning areas
- emergency procedures must be followed during an emergency, see *Multi-Storey Building Procedure* and *Emergency Evacuation Procedure*
- emergency evacuation procedures are practised and reviewed **every three months** by the responsible person, all staff members, volunteers, and children present on the day
- emergency procedures consider if a staged evacuation is required, considering the ages of children in attendance, the number and location of storeys located within the building and ensuring the safe evacuation of other building occupants
- emergency evacuation procedures consider other building occupants and ensure children do not come into direct contact with unauthorised person during an evacuation
- designated and safe emergency assembly points are sign posted
- location of exits is not obstructed or hinder evacuation
- clear signage shows the location of fire or evacuation equipment
- emergency plans are well communicated with all educators and staff to ensure extra care is provided for the safe movement of children with additional needs and non-ambulatory infants and children
- local fire safety regulations are met
- requirements for work, health and safety are reflected in this policy and procedure
- supervision and educator to child ratios are considered when children are moving between levels and use of the stairs, lifts is required
- all staff are adequately trained regarding how to perform head counts correctly and are aware of appropriate times to conduct a head count
- at least one staff member or one nominated supervisor who holds a current ACEQCA approved first aid qualification; approved anaphylaxis management and emergency asthma management training is in attendance at the Service at all times education and care is provided to children
- an alternative evacuation route is available via fire rated stairs or additional evacuations stairs/ramps to suit children's requirements
- a comprehensive *Risk Assessment* for the daily use of any stairs, lifts and during an emergency evacuation is developed. The risk assessment will be developed in consultation with educators, families and children.

- any serious incident must be reported by the approved provider or nominated supervisor to the regulatory authority within 24 hours of becoming aware of a serious incident (Reg. 12, 176).

EDUCATORS WILL:

- read and adhere to the *Multi-Storey Building Policy* for the use of the stairs or lifts and will take into consideration how children travel between each level during their daily routines
- conduct regular head counts each time children move between multi-storey spaces within the building following training from the approved provider or nominated supervisor
- ensure missing or unaccounted for children are searched for and reported to the approved provider or nominated supervisor and the *Missing Child Procedure* is followed
- consider how children travel between multi-storey spaces when completing behaviour management plans for individual children
- conduct daily safety checks, including regular checks of stairwells and lifts for hazards and danger prior to the use by children
- ensure levels being entered are checked prior to children entering for hazards and danger within the environment
- ensure stairwells and stairs are always kept clean and clear of any potential hazard
- ensure areas of emergency exit routes is not obstructed, at all times
- ensure signage for exit routes is placed within the stairwell and any other exits
- conduct daily inspections on stairwell lighting, including the assessment of emergency lighting provisions
- conduct daily inspection of lifts to ensure they are working and in good repair, clean and clear of any debris
- communicate to staff, families, children and visitors that the use of lifts or elevators is strictly prohibited during a fire emergency, signage is to be placed to convey this information clearly
- ensure safety equipment is readily available and not used for other purposes
- ensure staff, children, families and visitors use stairs or lifts with caution and care to not cause injury to themselves or others
- report any damage to stairs or lifts immediately to the approved provider for maintenance
- ensure that medication of a child always remains on the same level as the child
- ensure only individuals known to them are granted entry to the Service. All visitors, volunteers and tradesman must await approval to enter from management before entering.

RISK ASSESSMENT FOR EVACUATION OF MULTI-STOREY BUILDINGS

The approved provider, nominated supervisor and educators of the Service, will conduct a

comprehensive risk assessment, to identify any risks or hazards that may be present as children evacuate the multi-storey service during an emergency. This should be completed in collaboration with the fire warden and other stakeholders of the whole building. The risk assessment will form part of the Service's *Emergency Management Plan*.

The *Risk Assessment* will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly reviewed and evaluated to facilitate continuous improvement in our Service. If a risk concerning the safe evacuation of a child is identified, the approved provider must update the *Multi-Storey Building Policy* and procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

The approved provider will ensure:

- emergency evacuation plans and diagrams are included/attached to the *Risk Assessment*
- the *Multi-Storey Building Risk Assessment* includes details of communication methods educators and staff will be able to use during an emergency to contact colleagues on different levels of the multi-story building
- the *Multi-Storey Building Risk Assessment* contains the following information:
 - identify the storey/s the Service will be located on within the building
 - the ages of the children to be educated and cared for on each storey
 - the total number of storeys within the building
 - details if the building is shared with other occupants
 - all possible evacuation routes from each storey
 - the evacuation routes that are proposed to be used during an evacuation to a designated assembly area/s
 - how all children will be safely evacuated from the premises, including non-ambulatory infants and children
 - the equipment required to evacuate non-ambulatory infants and children (wagons, pram/s, emergency cots)
 - the stages in which an evacuation will be carried out, including evacuations from upper levels, due to actual fire, evacuation rehearsal or false alarm
 - the identity of the person in charge of an evacuation
 - the roles and responsibilities of staff members during an evacuation

- the arrangements made with the other occupants of the multi-storey building in relation to the evacuation of the multi-storey building.

PLANNING FOR MOVEMENT ON STAIRS OR LIFTS

Movement of children or adults with additional needs on stairs or lifts is to be discussed with the approved provider, nominated supervisor and the person with additional needs, or the child and their parent/guardian, and a plan made to suit their individual needs and requirements. The discussion should be completed on enrolment of child/ren, start of any staff member, family member of children attending or visitors, volunteers and students.

Careful thought should be given to when movements on stairs should be used, and alternative plans made if appropriate. Stairs should be used instead of lifts, disability lifts or some inclinators in the case of fire or emergency. Consideration should be given to which movements are necessary between levels in a lift and if it is appropriate to use.

Consideration for danger is assessed in a Risk Assessment such as entrapment, crush, failure to work, locked in lifts. Australian Standard fencing surrounds the stairs or lift/s areas to prevent children's access during the day. Children are taught by educators how to use the stairs or lift/s, safely and that children understand that only adults are to touch controls. Maximum weight of 250kg is allowed in lift at any given time. Educators are to ensure lifts are not overcrowded.

FAMILIES AND VISITORS WILL ENSURE:

- the weight limit of 250kg in the lift is not exceeded
- any codes issued for the operation of lifts and /or access to the building must remain confidential to the parent/guardian and not shared with others including their children
- they do not permit children to operate lifts
- they do not share codes or allow entry by others into the Service to avoid access of unauthorised persons

CONTINUOUS IMPROVEMENT/REFLECTION

The *Multi-Storey Building Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

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| Emergency Evacuation Procedure Emergency Management Plan Missing Child Procedure | Multi-Storey Building Emergency and Evacuation Procedure Multi-Storey Building Risk Assessment |
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SOURCES

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority. (2019). [NQF Design Considerations for Centre-Based Early Childhood Education and Care Services in Multi-Storey Buildings](#)
- Australian Children’s Education & Care Quality Authority (ACECQA). 2021. Policy and Procedure Guidelines.
- Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0.](#)
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023).
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

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| POLICY REVIEWED BY | ROSIE HAMILTON | AREA MANAGER | 04/06/25 |
| POLICY REVIEWED | JUNE 2025 | NEXT REVIEW DATE | JUNE 2026 |
| VERSION NUMBER | V2.03.25 | | |
| MODIFICATIONS | <ul style="list-style-type: none"> annual policy maintenance sources checked for currency and updated as required | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
| FEBRUARY 2024 | <ul style="list-style-type: none"> new policy developed | MARCH 2025 | |