

## 3.6 BUILDING AND PERMISES POLICY (A)

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### GOAL

This policy gives Lindfield Montessori School guidance and direction to ensure the health, safety and welfare of all staff, students and others who are legally present on school premises.

### POLICY

Lindfield Montessori School, under the direction of the Nominated Supervisor and in collaboration with the Executive Committee is responsible for ensuring that all occupants of school buildings and premises are kept safe and not exposed to hazardous environmental or operational practices.

### PROCEDURES

The school shall ensure that necessary control procedures are put in place to address the following buildings and premises health and safety issues:

- **Access and accommodation** adequacy for disabled persons shall be provided in accordance with the provisions of the DDA, including but not limited to:
  - Accessibility of all required teaching and specialist spaces
  - Provision of suitable facilities to suit the needs of disabled persons
- **Electrical safety** is assured by following the necessary procedures detailed in the relevant Australian Standard including but not limited to:
  - Inspection and testing of permanent electrical installations
  - Inspection and testing of movable electrical equipment
  - Records are kept in the WH&S folder in the office
- **Emergency response** procedures shall be implemented including but not limited to:
  - Fire and emergency evacuation procedures shall be properly developed and displayed.
  - The School shall carry out evacuation drills every 3 months so that emergency responses are effective.
  - Fire suppression equipment shall be inspected, tested and tagged in accordance with the provisions of the relevant Australian Standard.
  - Fire detection equipment and monitoring shall be provided and/or implemented in accordance with the provisions of the BCA and/or the Australian Standard.
  - Refer to the Emergency and Evacuation Policy (2.7) and Fire Safety and Education Statement (2.6).

- **Food safety** shall be assured including but not limited to:
  - Provision of adequate storage of perishable foods
  - Implementation of effective cleaning protocols of food preparation areas
  - Refer to the Nutrition Requirements Policy (2.2)
  
- **Glass** installed in doors, windows and fixed panels shall be made safe including but not limited to:
  - The replacement of non-compliant glass in accordance with Australian Standard AS 1288 1994
  - Note: Schools need only be aware of the requirements of the Standard. Responsibility for determining the correct type and thickness of glass to be used should be left to an accredited glazier.
  
- **Hazardous substances** are handled and stored safely by appropriately trained people including but not limited to:
  - Science chemicals
  - Cleaning chemicals
  - Airborne dusts and gaseous fumes
  - Materials containing asbestos
  - Light fittings containing polychlorinated biphenyls (PCBs)
  - Pest control chemicals and baits
  
- **Waste products** are handled, stored and disposed of safely including but not limited to:
  - Clay, paint and other art mediums from the classroom
  - Food waste from school lunches
  - Waste products
  
- **Lighting levels** are adequate and appropriate for a variety of tasks in all areas of school buildings in accordance with the relevant Australian Standard including but not limited to:
  - Replacing or providing additional luminaries
  - Replacing tubes and globes as required
  
- **Playground equipment** safety shall be assured including but not limited to:
  - Checking play equipment for:
    - Entrapment points
    - Broken or damaged parts
    - Splinters or rusted fixings

- **Sanitary facilities** must be adequate including but not limited to:
  - Appropriate numbers to match occupancy.
  - Ventilation – natural or mechanical as required
  
- **Personal hygiene** facilities including:
  - Good supply of potable water
  - Provision of soap and paper towels for hand washing
  
- **Sound attenuation controls** are implemented to ensure that:
  - Acceptable noise levels in teaching/learning areas
  
- **Ventilation** in habitable rooms shall be achieved in accordance with the requirements of the Building Code of Australia including but not limited to:
  - Proper operation of windows
  - Effective operation of required exhaust systems from toilets
  - Dust producing equipment
  - Gas Heaters

**Equality Act 2010** - Commonwealth legislation which makes it unlawful to discriminate against people with a disability, or their associates, in relation to access to, and use of, "premises" that the public (or a section of the public) are entitled to use.

<b>Relevant Legislation</b>	Education and Care Services National Regulations 2011. Reg. 77-79, 97, 103, 109-111, 117, 168 Children (Education and Care Services National Law Application) Act 2010 Work, Health and Safety Act 2011
<b>Related to NQS QA</b>	3.1, 3.2
<b>Related Policies</b>	Safe and supportive environment policy Work, health and safety policy Emergency and evacuation policy Nutrition requirements policy Health and Hygiene statement
<b>Sources &amp; Further Reading</b>	NSW Department of Education and Training, Chemical Safety in Schools Volume 1 The safe use and storage of workplace chemicals in schools, all schools K-12 NSW Department of Education and Training, Chemical Safety in Schools Volume 2 Work, Health and Safety Act 2011 Australian Standards Building Code

<b>POLICY REVIEWED</b>	<b>MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>
January 2022	Checked regulations, updated copy	2024