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BUILDING AND PROPERTY MANAGEMENT POLICY

St. Agnes' Primary School



RATIONALE:

Students, Staff and Community members have the right to participate in a full range of school activities in the knowledge that the school environment is safe, secure, attractive and stimulating.

AIMS:

- To ensure that the school's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner
- To monitor, update and implement both short and long term plans for buildings and grounds improvement.
- To meet the requirements of the Disability Discrimination Act 1992—sect 23 (*Attachment 1*)

IMPLEMENTATION:

- Reporting hazards or potential hazards, to the Principal, Executive or W.H.S Committee.

It is important to take careful note of potential hazards around the school, inside and outside the buildings and around the grounds and to promptly report, rectify or remove such hazards.

- When reporting potential hazardous situations it is advised to document specific details in the maintenance book, to ensure that the correct information is given to the necessary personnel dealing with the problem.
- The Principal or Executive Staff is responsible for the communication and coordination of the School Maintenance Officer and all records to do with School Maintenance will be kept in the Assistant Principal's Office.
- The Work Health and Safety Representatives will consult regularly with staff oversee the Work Place Inspections in Week 6 of each term.
- It is advisable that all staff are aware of the Work Health and Safety Legislative Education program and St Agnes' Work Health and Safety policy.
- Safety checks should be conducted regularly on buildings, machinery, furniture and fittings, grounds and gardens, fences, playground and climbing equipment, fields and sporting equipment and electrical equipment
- Workplace inspection audits should be conducted each semester by all staff. Action will be

taken by the Work Health & Safety Representatives, Principal or Executive as appropriate.

- Adequate lighting provided, especially outside of school hours.
- Recommended safety standards applicable to playground and equipment should be adopted and implemented.
- In situations where emergency procedures may be required, it is essential that Staff are aware of the procedures outlined in the school's Critical Incidents policy.
- Students should be made aware of potential hazards and are encouraged to cope sensibly and confidently with risks that are unavoidable.
- Students will continue to become aware of potentially hazardous situations through the Key Learning Area of Personal Development Health and Physical Education.

Reviewed: February 2011

Ratified: February 2011

Reviewed: February 2014

Ratified: February 2014

Next Review: February 2017

Attachment 1

DISABILITY DISCRIMINATION ACT 1992 - SECT 23

Access to premises

It is unlawful for a person to discriminate against another person on the ground of the other person's disability:

- (a) by refusing to allow the other person access to, or the use of, any premises, that the public or a section of the public is entitled or allowed to enter or use (whether for payment or not); or
- (b) in the terms or conditions on which the first-mentioned person is prepared to allow the other person access to, or the use of, any such premises; or
- (c) in relation to the provision of means of access to such premises; or
- (d) by refusing to allow the other person the use of any facilities in such premises that the public or a section of the public is entitled or allowed to use (whether for payment or not); or
- (e) in the terms or conditions on which the first-mentioned person is prepared to allow the other person the use of any such facilities; or
- (f) by requiring the other person to leave such premises or cease to use such facilities