



# **GREEN VALLEY ISLAMIC COLLEGE**

## **PREMISES, BUILDINGS AND MAINTENANCE WORK POLICY**

## **POLICY AND PROCEDURE REGARDING PREMISES AND BUILDINGS**

This policy ensures that premises, buildings and the built environment of Green Valley Islamic College is in good condition and is a safe and healthy place in which to learn, teach and visit. GVIC will take reasonable care to provide suitable and safe premises to ensure the safety of students, staff members and visitors.

The Principal in collaboration with the Occupational Health and Safety Committee is responsible for ensuring school buildings are adequately maintained in sound operational condition for the courses of study and the number of students.

The premises and buildings must comply with:

- Relevant council and government requirements
- Occupational Health and Safety Legislation and Subordinate
- Environmental and Land Use Guidelines

In NSW, buildings need to meet the building standards operational at the time of the approval to build. The Building Code of Australia contains technical provisions for the design and construction of buildings and other structures and covers such matters as fire resistance, access, egress, services and equipment and aspects of health and amenity. These things would cover matters such as railing heights, design of stairs and/ or disability accesses.

While the BCA applies to new buildings, Green Valley Islamic College has a common law responsibility to ensure that older buildings are safe for educational purposes. Hence the school refers to the local government requirements with respect to compliance with relevant sections of the BCA for older buildings including temporary buildings.

The School has an Occupation Certificate from the Liverpool City Council which states that the Council has taken into consideration the health and safety of the occupants of the buildings, that the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia and that development consent and construction certificate has been issued with respect to plans and development in respect to the buildings.

The school also obtains annual fire safety assessments which comply with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000. Last annual fire safety statement received was dated 28<sup>th</sup> February 2011.

## **POLICY AND PROCEDURES FOR ASSESSING AND MONITORING CURRENT STANDARD AND STATE OF REPAIR OF PREMISES AND BUILDINGS**

The school also has a policy and this is for assessing and monitoring the current standard and state of repair of the school's premises and buildings. It is a policy at Green Valley Islamic College that the school's premises and buildings are kept satisfactory at all times. Green Valley Islamic College will take reasonable care to provide suitable and safe premises to ensure the safety of student, staff members and visitors.

It is Green Valley Islamic College's duty of care to ensure that the premises to which students are taken for excursions and sporting activities are inspected by the school and are found to be apparently safe, and equipment provided by a third party, appears to be in good working order and appropriate for the activities undertaken.

The procedure is that once a month, the maintenance committee surveys the school premises and buildings, keeping in mind the current building requirements. The following checklist is assessed and assists to assure that the school premises and buildings are satisfactory and any occupational health and safety hazards identified. If it is found that repairs need to be made, then our handyman, plumber, carpenter, etc, as the case maybe, will be called upon to perform the repairs, keeping in mind the cheapest alternative i.e. obtaining three quotes.

At the beginning of each year a maintenance committee meeting is conducted so as to prepare the school premises and buildings for the year. Since then, there has been no need for any major repairs to the school buildings and premises found at further meetings conducted.

The maintenance committee also must take careful note of potential hazards around the school, inside and outside the buildings and around the grounds and promptly rectify or remove such hazards.

Some common potential hazards which are kept in mind are:

<ul style="list-style-type: none"><li>➤ Power points</li><li>➤ Poor electrical fittings</li><li>➤ Wet or otherwise slippery surfaces</li><li>➤ Glass doors</li><li>➤ Loose cords on electrical equipment</li><li>➤ Inadequate lighting</li><li>➤ Poor seating</li><li>➤ Poor playground surface</li><li>➤ Pot holes</li><li>➤ Broken concrete or bitumen</li></ul>	<ul style="list-style-type: none"><li>➤ Uneven walkways</li><li>➤ Uneven concrete slabs</li><li>➤ Open drains</li><li>➤ Damaged drain covers</li><li>➤ Benches with loose or damaged slats and splinters</li><li>➤ Defective playground equipment</li><li>➤ Protruding nails and screws</li><li>➤ Rusty perimeter fences</li><li>➤ Low hanging branches</li><li>➤ Unfenced building materials</li></ul>
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If an emergency repair needs to be taken out, and this repair cannot wait for the monthly maintenance committee's meeting, the Handyman / Plumber is to be called to perform repairs. These emergency repairs need to be taken out, and this repair cannot wait for the monthly maintenance committee's meeting, the Handyman / Plumber is to be called to perform repairs. These emergency repairs need to be conducted urgently and cannot wait for the monthly Maintenance committee meeting as the safety of the children will be an issue.

If major repairs need to be made and are not an occupation health and safety hazard, they would normally wait for the school holidays. If teachers require maintenance in and around classrooms, they must first notify the principal who will then arrange for repairs to be undertaken. The time frame for this will depend on the circumstances and risk to others of the maintenance.

#### **Maintenance Committee**

- Faiyaz Ali (Chairman)
- Azmat Ali
- Mohammed Rafiq
- Dr Mohammed Jafar
- Ian Walshe (Plumber)
- Aiyaz Ali (Handyman)
- Ayub Ali (Electrical)

#### **Consultants**

- Majed Hawatt
  - OHS Solutions
  - Advance Fire Service
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## Checklists for school grounds and play equipment

Green Valley Islamic College

Date: \_\_\_\_\_ Year: \_\_\_\_\_

WORK UNDERTAKEN	OFFICER ( G.A)	DATE COMPLETED
<b>FLOORING</b> <ul style="list-style-type: none"> <li>• Timber</li> <li>• Vinyl</li> <li>• Carpet</li> </ul>		
<b>DOORS AND WINDOWS</b> <ul style="list-style-type: none"> <li>• Hinges and latches</li> <li>• Locks</li> <li>• Aluminium surfaces</li> </ul>		
<b>DRAINAGE</b> <ul style="list-style-type: none"> <li>• Roof</li> <li>• Gutters</li> <li>• Downpipes</li> <li>• Stormwater Drains</li> </ul>		
<b>HEATING AND COOLING</b> <ul style="list-style-type: none"> <li>• Gas appliances &amp; heaters</li> <li>• Electrical hot water heaters</li> <li>• Ceiling fans</li> <li>• Air conditioning</li> </ul>		
<b>ELECTRICAL SERVICES</b> <ul style="list-style-type: none"> <li>• Earth leakage equipment</li> </ul>		
<b>LIGHTING</b> <ul style="list-style-type: none"> <li>• Exit lights</li> <li>• Security lights</li> </ul>		
<b>MAJOR EQUIPMENT / MACHINERY</b> <ul style="list-style-type: none"> <li>• Dust extraction equipment</li> <li>• L.P.G Bulk Storage Tank</li> <li>• Mowers</li> </ul>		
<b>PLAYGROUND AND GARDENS</b> <ul style="list-style-type: none"> <li>• Fixed equipment – playground</li> <li>• Fixed equipment - climbing</li> </ul>		
<b>OUTSIDE AREAS</b> <ul style="list-style-type: none"> <li>• Lawns</li> <li>• Plants and trees</li> </ul>		
<b>MACHINERY</b>		
<b>FENCES</b>		
<b>FURNITURE</b>		
<b>SPORTING EQUIPMENT</b>		
<b>VENTILATION</b>		