

B-1 Facility Management

NQS

QA. 2.1.1	Wellbeing and comfort
QA. 2.2	Safety
QA. 3.1.1	Fit for purpose
QA. 3.1.2	Upkeep
QA. 3.2.1	Inclusive environment
QA. 3.2.2	Resources support play-based learning
QA. 7.1.2	Management systems
QA. 7.1.3	Roles and responsibilities

National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 168	Education and care service must have policies and procedures
Reg. 180	Evidence of prescribed insurance

My Time, Our Place

LO. 1	Children and Young People feel safe, secure, and supported
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Policy Statement

We will ensure the proper security of the building and educators by implementing appropriate measures regarding entry and access to the OSHC premises.

Related Policies

- ENOSHCP Policy A-15: Role of Management Committee
- ENOSHCP Policy A-20: Insurance
- ENOSHCP Policy B-2: Building Equipment Repairs and Maintenance
- ENOSHCP Policy B-5: Pest Control
- ENOSHCP Policy D-26: Security
- ENOSHCP Policy D-28: Workplace Health and Safety

Procedure

The building and facilities in which ENOSCHP runs out of are the responsibility and ownership of Epping North Public School.

The Nominated Supervisor in consultation with the Management Committee and School Principal will ensure the appropriate measures are carried out to maintain the effective management of the building and facilities, including timely repair of concerning issues.

The school cleaner will ensure any waste left in the Centre at the end of every shift is disposed of daily.

The school toilets will be cleaned by the school cleaner and locked by educators at the end of every day during Term Time. ENOSCHP staff will carry out regular checks to ensure there is adequate supply of soap, paper towels and toilet paper, should this not be adequately stocked by the school cleaner. During Vacation Care, staff will be responsible for ensuring the cleanliness of the school toilets.

The school, along with the Nominated Supervisor, will routinely monitor and ensure necessary measures are taken to maintain a pest and vermin free environment (see B-5 Pest Control Policy).

The building and facilities will be in compliance with National, State and Local building and fire codes.

The Management Committee will ensure the contents of the facility are insured to adequately protect the service in the event of theft, loss, or damage.

All trees, plants and grassed areas surrounding the building will be monitored and maintained by persons employed by the Department of Education and Training.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Fire & Rescue NSW: <http://www.fire.nsw.gov.au/>
- My time our place V2.0

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