

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. 3.2.2	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 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

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

Procedure

The building and facilities in which Normanhurst OSHC runs out of are the responsibility and ownership of Normanhurst Public School.

The Centre Director 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 service is responsible for ensuring all rubbish is emptied into the allocated school bins at the end of each session. The school cleaner will ensure any waste left in the allocated school bins will be disposed of daily.

Where there is excess rubbish/cleanout of bigger items, Normanhurst OSHC will arrange the removal by an external entity.

The school toilets will be cleaned by the school cleaner every day during Term Time. The toilet on the NOOSH verandah will be cleaned every day during term time by the educators. Normanhurst OSHC educators will carry out regular checks of the school toilets to ensure cleanliness and that there is adequate supply of soap, paper towels and toilet paper, should this not be adequately

stocked by the school cleaner. During Vacation Care, educators will be responsible for ensuring the cleanliness of the school toilets.

The school, along with the Centre Director, 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.

Educators will ensure they securely lock the premises at the end of each session/shift (See D-26: Security Policy).

All trees, plants and grassed areas surrounding the building will be monitored and maintained by persons employed by the Department of Education and Training. Volunteers from the P&C grounds committee may be onsite to also to maintain the greenery surrounding NOOSH.

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/>

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