

# B-1 Facility Management and Security

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Epping Heights OSHC.

## 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
Reg. 181	Confidentiality of records kept by approved provider
Reg. 183	Storage of records and other documents

## My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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## POLICY STATEMENT

We aim to ensure the proper management and security of the building facilities of OSHC, as well as the safety of staff, by ensuring measures are in place regarding entry and access to the Centre. We aim to ensure the building and facilities are environmentally friendly, and well maintained to ensure the smooth running of the service.

## RELATED POLICIES

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

## **PROCEDURE**

### Management of Facilities

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

The Centre Coordinator in consultation with the Management Committee and School Principal will ensure the appropriate measures are carried out to ensure the effective management of the building and facilities, including timely repair of any concerning issues (See B-2:Building Equipment Repairs and Maintenance Policy).

The Centre staff will ensure the Centre is vacuumed and all garbage and waste is disposed of daily.

The school/OSHC toilet(s) will be cleaned daily by the school cleaner/OSHC staff. OSHC staff will ensure adequate supply of soap, toilet paper and paper towels should this not be adequately restocked by the School Cleaner.

The school along with the Centre Coordinator will routinely monitor and ensure necessary measures are taken to maintain a pest and vermin free environment (B-5:See 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.

### Security

Only approved staff and Management Committee members will be given a key to access the building and equipment areas. Keys are provided by the Principal of Epping Heights Primary School as the buildings are owned by the NSW Department of Education.

The person's receipt of the key, date received, and date returned on completion of employment or completion of term as member of Management will be noted.

Extra keys will only be cut after agreement by the Management Committee, who will ensure agreement of the Principal. A record is to be made of where all keys are allocated

When leaving the premises for the day, staff must ensure that all windows are locked; cupboards, safe, and other relevant areas are locked. All air-conditioning and lighting is off and all doors properly secured.

Staff will ensure that the building is left in a secure manner and alarms have been activated before leaving.

Staff will inform the police and the committee as soon as possible if there has been a break in to the Centre of any kind.

Staff or a member of management will remain at the Centre if it is safe to do so until the police arrive or inform them of what to do.

## **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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