



Australian Islamic College of Sydney

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SCHOOL BUILDINGS AND GROUNDS – HEALTH AND SAFETY

Purpose

This policy is put in place to ensure the health, safety and welfare of all employees, students and others who are legally present on the Australian Islamic College of Sydney premises.

Policy

The Australian Islamic College of Sydney (the School), under the direction of the Principal and in collaboration with the School Management Board, is responsible for ensuring that all occupants of school buildings and premises are kept safe and not exposed to hazardous environmental or operational practices.

Definitions

Disability Discrimination Act, 1992 (Cth) (“the DDA”) (Amended 5th August 2009)- Commonwealth legislation which makes it unlawful to discriminate against people with a disability, or their associates, in relation to access to, and use of, “premises” that the public (or a section of the public) are entitled to use.

Procedures

The Australian Islamic College of Sydney will endeavor to put in place control procedures to address the following buildings and premises health and safety issues:

1. Access and accommodation adequacy for disabled persons shall be provided in accordance with the provisions of the DDA, including but not limited to:
 - Accessibility of all required teaching and specialist spaces.

- Provision of suitable facilities to suit the needs of disabled persons.
- Provision of non-slip trafficable surfaces.

2. Electrical safety is assured by following the necessary procedures detailed in the relevant Australian Standard including but not limited to:

- Inspection and testing of permanent electrical installations.
- Inspection and testing of movable electrical equipment.

3. Emergency response procedures shall be implemented including but not limited to:

- Fire and emergency evacuation procedures shall be properly developed and displayed.
- School communities shall carry out regular evacuation drills so that emergency responses are effective.
- Fire suppression equipment shall be inspected, tested and tagged in accordance with the provisions of the relevant Australian Standard.
- Fire detection equipment and monitoring shall be provided and/or implemented in accordance with the provisions of the BCA and/or the Australian Standard.

4. School canteen will assure the following food safety requirements:

- Provision of adequate storage of perishable foods.
- Implementation of effective cleaning protocols of food preparation areas.

5. Hazardous substances are handled and stored safely including but not limited to:

- Science chemicals.
- Cleaning chemicals.
- Pest control chemicals and baits.

6. Waste products are handled, stored and disposed of safely including but not limited to:

- Clay and paint wastes from art rooms.
- Waste chemicals from science labs.
- Food waste.

7. Lighting levels are adequate and appropriate for a variety of tasks in all areas of school buildings in accordance with the relevant Australian Standard including but not limited to:

- Replacing or providing additional luminaries.
- Replacing tubes and globes as required.

8. Playground equipment safety shall be assured including but not limited to:

- Replenishing soft fall beneath equipment,
- Ensuring that play equipment is Certified Compliant to Australian Standards
- Checking play equipment for:

Entrapment points.

Broken or damaged parts.

Splinters or rusted fixings.

9. Sanitary facilities must be adequate including but not limited to:

- Appropriate numbers to match occupancy.
- Ventilation – natural or mechanical as required.
- Personal hygiene facilities including:

Good supply of potable water.

Provision of soap and towels (alt. handdryers) for hand washing.

10. Sick bay facilities shall be adequate including but not limited to:

- Provision of room of adequate size and located to ensure good supervision of sick child.

- Provision of secure medical supplies storage

11. Sound attenuation controls are implemented to ensure that:

- Acceptable noise levels in teaching/learning areas e.g. in Technology and Applied Studies rooms are achieved.

- The privacy of sensitive interviews must be considered by ensuring appropriate sound attenuation is achieved in interview rooms.

12. Ventilation in habitable rooms shall be maintained in accordance with the requirements of the Building Code of Australia including but not limited to:

- Proper operation of windows.

- Effective operation of required exhaust systems from:

Toilets.

Dust producing equipment.

Gas heating and cooling systems.

November 2014

Reviewed: April 2017

Next Review: March 2020