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# BISHOP TYRRELL

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ANGLICAN COLLEGE

## BUILDING AND PREMISES POLICY

| <b>Document Approval and Version Control</b> |                               |                          |            |
|--|-------------------------------|--------------------------|------------|
| <b>Policy Number:</b>                        | 06.01.00                      | <b>Last Amended:</b>     | March 2022 |
| <b>Approved By:</b>                          | Principal                     | <b>Approval Date:</b>    | March 2022 |
| <b>Contact Officer</b>                       | Corporate Services<br>Manager | <b>Next Review Date:</b> | March 2023 |



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# 1. DOCUMENT MANAGEMENT

## 1.1 Version History

*Responsibility of author to track and maintain*

| Version  | Date       | Author     | Section # | Amendment (What Changed?) |
|----------|------------|------------|-----------|---------------------------|
| 02.07.00 | March 2022 | Shea Hafey | All       | Final                     |
|          |            |            |           |                           |
|          |            |            |           |                           |
|          |            |            |           |                           |

## 1.2 Related Documents

### 1.2.1 Policies

- Risk Management Policy

### 1.2.2 Procedures

- Evacuation Procedures

### 1.2.3 Other

- Disabilities discrimination Act 1992
- Surveillance Permission Advice Form

## 2. SCOPE

The purpose of this policy is to provide a safe and secure environment for students, staff and visitors and to meet the compliance guidelines.

## 3. STUDENT PROTECTION

Bishop Tyrrell Anglican College supports the rights of children and young people and is committed to ensuring the safety, welfare and wellbeing of students. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

## 4. DOCUMENT OBJECTIVE

This Building and Premises Policy sets out how Bishop Tyrrell Anglican College manages the Colleges buildings and grounds, to ensure that at all times a safe and secure environment is provided to all.

The College may, from time to time, review and update this Premises and Building Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

## 5. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

**The College** mean to Bishop Tyrrell Anglican College.

**NASC** means Newcastle Anglican Colleges Corporation.

**Disability** is as identified in Section 4 of the Disability Discrimination Act (1992)

## 6. BUILDINGS

### 6.1 New Buildings

Bishop Tyrrell Anglican College, on completion of all new buildings, will comply with all legislation relevant at the time of occupation. Buildings are named after Bishops of the Diocese.

On completion of each building stage the Corporate Services Manager will lodge within the College's Building Register and submitted to the NASC Property team:

- Copies of all Certificates of Occupancy;
- Any relevant Engineers' Certificates, Fire Reports and related documentation;
- Any other evidence to demonstrate that the building complies with all legislation relevant at the time of occupation; and
- Work as executed drawings.

The College relies on advice from the NASC property team via Newcastle City Council, usually by way of Planning Approval and the issue of Certificates of Occupancy, regarding compliance of new buildings with all legislation relevant at the time of occupation.

## 6.2 Existing Buildings

Assessment and monitoring of existing College premises:

Corporate Services Manager with consultation with the NASC property team are responsible for monitoring and assessing the current standard and the state of repair of the College buildings and premises, taking into account current building requirements.

### 6.2.1 Maintenance & Compliance schedule

In order to comply with this policy, the Maintenance Schedule will be reviewed throughout the term to ensure the appropriate state of the building.

In response to the College's call to stewardship of its resources and in recognition of, and compliance with, WHS and other statutory obligations the Corporate Services Manager will co-ordinate the following;

- Monitor the standard and state of repair of the College's premises and buildings.
- Conduct building inspections with the Maintenance Supervisor during the term breaks and report any major faults to the NASC Property team.
- Annual inspections will be conducted by the Corporate Services Manager in consultation with the Principal.
- The Corporate Services Manager through the NASC will arrange for fire safety assessments (as required by the relevant fire regulations) including checks of emergency lighting, security doors and checking the fire control panels.
- The annual fire safety assessment, including fire extinguisher checks, security lights and exit signs, will be conducted by a suitable contractor in compliance with Part 9 Division 5 of the Environmental Planning Assessment Regulation 2000.
- Where the safety or condition of any item of College plant is such as to cause concern the Corporate Services Manager will engage the services of suitable contractors to correct the problem.

## 6.3 ACCESS

The College with the assistance of the NASC will ensure that all new buildings are designed and constructed to provide for access and use by people with disabilities or medical conditions, in accordance with the appropriate current Australian Building Standards.

The College will regularly review existing campuses, buildings, signage, maps and facilities to identify any deficiencies with regard to access.

The College is also required to make reasonable adjustments to enable wider access for people with a disability. In the case of the students this will mean adapting the allocation of classrooms to enable the student with a disability to attend lessons with his/her class. In future new buildings will be appropriately designed and equipped for disabled access incorporating ramps, lift and disabled rest rooms with regard to the safety of other users.

### *6.3.1 Measures introduced to assist People with a Disability*

A number of measures have been introduced at the College to assist people with a disability. These measures include:

- Disabled restrooms. These are appropriately labelled and located throughout the school.
- Ramps. There are ramps located at the entrance to various buildings for improved wheelchair access.
- Allocated Parking Spaces. These are located in the main school carpark and appropriately labelled
- Staircases. Raised rounded markers on banister rails will assist those with impaired vision when using the staircases.
- Elevators – Located in the Long and New Primary Building's to access the upper floors.

The responsibility for upgrading the physical access to Bishop Tyrrell Anglican College Campus' grounds and buildings lies with the Corporate Services Manager

## **6.4 Maintenance of Grounds**

The maintenance of the grounds is to be undertaken on a rotating weekly roster system to ensure the safety of staff and students using the college grounds. This ensure the minimalization of risk associated with long grass e.g, snakes, bees, etc. This routine maintenance also identifies risks associated with the ground levels. An annual assessment of the trees is undertaken by a qualified professional to ensure the safety of the grounds.

Pest control is engaged regularly, annually to assess for termites and at the end of every term for other predefined pests. This ensures we maintain the structural integrity of the buildings as well as providing a safe clean place for the Staff and Students.

## 6.5 Protection of the Buildings and Premises

Closed Circuit TV has been installed to the entrance and exit points in the College to enhance the security of the College, this works in conjunction with the Colleges security alarm system. This system is only monitored should an alarm be triggered after hours, this being before 6am and after 6pm. Limited employees have access to the security system.

## 6.6 Evacuation

In the event of an emergency all students and staff are to follow the emergency evacuation plan located in their individual building(s). These evacuation plans indicate the route to follow as well as the muster points. This is further outlined in the evacuation policy.

Biannually the Corporate Services Manager will coordinate an emergency evacuation drill to ensure that in the event of an emergency that all staff and students are informed of what they need to do to ensure their safety and the safety of others.

A review is undertaken annually during a WHS meeting on the staff nominated to undertake the roles as Wardens and a request for volunteers is sought should a member of staff request to resign from their position.

## 6.7 Advice to Parents and Students

During the enrolment process, students and parents are required to sign the surveillance permission advice form included in the enrolment pack. Information in relation to the CCTV installed throughout the College as well as arrangements in relation to access to the building's outside of College hours is included in the College Parent and Student handbook.

When evacuation drills are carried out a message is sent to all parents and guardians notifying them of what has occurred.

# 7. POLICY MANAGEMENT

## 7.1 Responsibilities

In accordance with responsibility for the College compliance, the Principal also retains responsibility for this policy and all delegated authorities within.

All employees are responsible for the welfare of students and their colleagues. All employees should be familiar with this policy and ensure adherence is maintained at all times. This responsibility cannot be delegated.

## 7.2 Policy Adherence

Adherence to this policy is a mandatory requirement of all College employees. Breaches of the policy will be subject to formal investigation and may lead to disciplinary action.

## 7.3 Review

This policy will be reviewed annually, or when legislative or governing body changes may warrant a review. The Principal reserves the right to make changes as and when required. The Principal or the Principal's delegate is responsible for reviewing or making approved modifications to the policy and distribution of the policy.

