South West
Community College

Buildings and Maintenance Policy

1. Purpose

This Policy sets out the requirements to ensure the Premises and Facilities owned and operated by Bunbury Regional Community College Inc. trading as South West Community College (SWCC) are fit for purpose, hygienic, well maintained, and safe. This is in line with the requirements of Standard 5 of the Non-Government schools Registration Standards.

The maintenance of facilities seeks to:

- Provide a safe environment for students, staff, contractors, parents/carers and all people that visit the College;
- Creating a physical environment that is conducive to learning;
- Ensure relevant experts are engaged to review and inspect the Premises and Facilities as required e.g. Electrical Tag and Testing.

2. Related Documents

WHS Policy and WHS Manual

Risk Management Policy

Building & Maintenance Calendar

3. Definitions

Duty of Care is a duty under common law to ensure that reasonable care is taken to minimise the risk of harm to students while they are on the College premises during the hours when the College is open, and during College-related off-site activities. A PCBU has a primary duty of care to ensure, so far as is practicable, the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.

Facilities are the physical equipment and fixtures provided at the College and it's Campuses, including outdoor areas, furniture and vehicles.

Premises are the land and buildings of the College and Campuses as well as off-campus sites under control of the College.

4. Policy

SWCC is committed to providing safe and well-maintained premises for staff and students. To achieve this there are planned maintenances and responsive maintenances required throughout each year. This Policy provides an annual maintenance plan for the College and a quarterly **SWCC Building and Maintenance Checklist (Appendix 1).**

The above is in addition to maintenance issues or emergencies that arise from time to time.

This plan is to be read in conjunction with relevant policy documents including the SWCC WHS Policy and WHS Manual.

The Campus Manager and Campus Officer are responsible for adhering to the quarterly schedule and liaising with Corporate Services and Principal for items that need to be escalated.

Cleaning and Garden Maintenance

The Campus cleaners are responsible for the day-today cleaning of the Campuses during term weeks and all other times as specified. Day-to-day cleaning includes all general learning areas (classrooms), kitchen, offices, staff rooms, library, toilets and hallways. Tasks include sweeping, mopping, vacuuming, dusting, wiping table and benchtops, emptying of bins and cleaning toilets.

College staff and students are encouraged to keep spaces neat and tidy and perform any required cleaning that is required throughout the day to ensure a safe and hygienic environment. This includes dishes and cups are washed, dried and put away.

In addition, regular garden maintenance will be completed with external contractors to be engaged as necessary.

Annual and Semi-Annual Inspections

The following are required to be done on an annual or six-monthly basis with a review at the beginning of the school year to determine when they are due for inclusion in the Building & Maintenance Calendar.

The items for inspection and review include but are not limited to:

- Annual Campus inspection both internal and external to review any requirements for maintenance. Includes testing of lighting.
- Annual Tag and Testing of electrical equipment.
- Annual pest control treatment.
- Six monthly testing of fire extinguishers, alarm systems and smoke detectors.
- *As required* Air conditioning servicing (in line with Manufacturers recommendation) in consultation with the COO.
- *As required* Periodical external Audits in consultation with the COO.

Quarterly Inspections

In addition, the annual items outlined above, ***quarterly inspections will be completed by no later than Week 4 of each term***. It will be the responsibility of the Campus Officer to complete the schedule outlined in the Appendix in consultation with the Campus Manager and reporting of issues inline with duty of care obligations.

Completed maintenance sheet should be emailed to the WHS Avisor, Principal and COO for review and to consider if any additional work is required.

5. Responsibilities

Campus Manager /Campus Officer: Are responsible for maintaining a safe, hygienic and well-maintained Campus. This includes completing the Quarterly checklist and reporting on any maintenance requirements as they arise inline with duty of care obligations to the WHS Officer, Principal and COO.

WHS Officer: Is responsible for providing oversight and compliance by offering feedback, frameworks, policies tools and techniques.

Principal and Chief Operating Officer (COO): Are responsible for ensuring the policy is being followed and annual and quarterly inspections are being conducted and remediated as required. Reporting through to the Governing Council on compliance.

The Governing Council: is responsible to ensure policy is being implemented and that the buildings and facilities are clean, safe and well maintained.

All staff and students: are responsible for contributing to a clean and healthy environment.

6. Policy Review Date

30 April 2027

This policy is owned by the Governing Council and is implemented by the School Executive and will be reviewed with a change in legislation or by no later than 3 years after Approval by the Governing Council.

Date	New, Material, Minor, Review	Approval
December 2021	New	Governing Council
November 2023	Minor update	Governing Council
May 2024	Minor	Governing Council

7. Contact SWCC

Web http://www.swcc.wa.edu.au
Email principal@swcc.wa.edu.au
Phone 6724 6971
Bunbury Campus: 56 Wittenoom Street, Bunbury WA 6230
Busselton Campus: 50 Albert Terrace, Busselton WA 6280

Building and Maintenance Checklist

Date and Time:	
Campus:	
Person conducting assessment:	

Section 1 – Inspection Checklist

Ref No.	Inspection Item			
1.	**General**			
1.1.	Entrance, doorways and floors are kept free from obstructions (e.g. boxes)	☐ Yes	☐ No	☐ N/A
1.2.	Floors are in good condition with no cracks, dips, holes, tears or rips	☐ Yes	☐ No	☐ N/A
1.3.	Floors are clean (e.g. free from rubbish) and not slippery	☐ Yes	☐ No	☐ N/A
1.4.	Computer and other electrical leads and cables are kept clear of pathways and walkways	☐ Yes	☐ No	☐ N/A
1.5.	Doors open and close/slide freely	☐ Yes	☐ No	☐ N/A
1.6.	Doors locks are able to be easily opened	☐ Yes	☐ No	☐ N/A
1.7.	Ceiling tiles are in place and not damaged	☐ Yes	☐ No	☐ N/A
2.	**Lighting**			
2.1	Lighting is in good working order (e.g. not flickering or blown bulbs)	☐ Yes	☐ No	☐ N/A
2.2	Light covers are in place and not damaged	☐ Yes	☐ No	☐ N/A
2.3	Blinds and curtains can be drawn to reduce glare	☐ Yes	☐ No	☐ N/A
3.	**Stairs and landings**			
3.1	Stairs and steps are free from obstructions	☐ Yes	☐ No	☐ N/A
3.2	Anti-slip resistant strips on flooring are in good condition	☐ Yes	☐ No	☐ N/A
3.3	Anti-slip resistant strips on step edges are in good condition	☐ Yes	☐ No	☐ N/A
3.4	Handrails installed are in good condition (e.g. no peeling paint, rust or corrosion)	☐ Yes	☐ No	☐ N/A
4.	**Kitchen and lunch rooms**			
4.1	Knives and sharp items are stored in a secure location	☐ Yes	☐ No	☐ N/A
4.2	Sinks are clean and free from debris	☐ Yes	☐ No	☐ N/A
4.3	Hot and cold taps are clearly labelled	☐ Yes	☐ No	☐ N/A
4.4	Food containers are correctly labelled	☐ Yes	☐ No	☐ N/A
4.5	Work benches are clean	☐ Yes	☐ No	☐ N/A
4.6	Exhaust fans are functional and clean	☐ Yes	☐ No	☐ N/A

Ref No.	Inspection Item			
4.7	Appliances are clean (e.g. fridge, microwave, oven, sandwich press), if applicable.	☐ Yes	☐ No	☐ N/A
4.8	Clean tea towels/paper towel are available	☐ Yes	☐ No	☐ N/A
4.9	Oven mitts or gloves are available and in good condition for handling hot items	☐ Yes	☐ No	☐ N/A
5.	**Chemical management**			
5.1	Hazardous substances are stored in a locked cupboard	☐ Yes	☐ No	☐ N/A
5.2	Chemicals are not stored in food or beverage containers	☐ Yes	☐ No	☐ N/A
5.3	Chemicals are correctly labelled with the label clearly legible and intact	☐ Yes	☐ No	☐ N/A
5.4	Dangerous goods are segregated in storage per the Segregation of Dangerous Goods Chart	☐ Yes	☐ No	☐ N/A
6.	**Storage**			
6.1	Items are stored so that they are not at risk of falling	☐ Yes	☐ No	☐ N/A
6.2	Storage racks are in good condition (e.g. no bowed shelves)	☐ Yes	☐ No	☐ N/A
6.3	Space below desks are free from obstructions (e.g. no boxes stored underneath)	☐ Yes	☐ No	☐ N/A
6.4	Frequently used, heavy and bulky items are stored within easy reach (between waist and shoulder height)	☐ Yes	☐ No	☐ N/A
6.5	Step ladder is available and in good condition	☐ Yes	☐ No	☐ N/A
6.6	Trolleys are available and in good condition to transport items	☐ Yes	☐ No	☐ N/A
7.	**Workstations and furniture**			
7.1	Furniture is in good condition (e.g. no damage)	☐ Yes	☐ No	☐ N/A
8.	**Electrical equipment**			
8.1	Extension leads are in good condition (e.g. no cracks, damage or loose plug)	☐ Yes	☐ No	☐ N/A
8.2	Electrical switchboard is locked	☐ Yes	☐ No	☐ N/A
8.3	Power boards are not connected in a “piggy back” manner	☐ Yes	☐ No	☐ N/A
8.4	Electrical points are in good condition	☐ Yes	☐ No	☐ N/A
8.5	Media outlets for data projectors are fixed and accessible	☐ Yes	☐ No	☐ N/A
8.6	Data projector screen is secured with remote available	☐ Yes	☐ No	☐ N/A
8.7	Speaker equipment is secured with the cabling in good condition	☐ Yes	☐ No	☐ N/A
8.8	Light switches are in good working order and not damaged	☐ Yes	☐ No	☐ N/A
8.9	Damaged or faulty items of equipment have been electrically isolated and tagged out	☐ Yes	☐ No	☐ N/A
9.	**First aid and emergency management**			
9.1	First aid kit/cabinet is available and accessible	☐ Yes	☐ No	☐ N/A
9.2	A fire blanket is available, accessible and has been inspected in the last six months (check tag)	☐ Yes	☐ No	☐ N/A

Ref No.	Inspection Item			
9.3	A fire extinguisher is available, accessible and has been tested in the last twelve months (check tag)	☐ Yes	☐ No	☐ N/A
9.4	An Emergency Evacuation Plan is displayed and clearly Legible	☐ Yes	☐ No	☐ N/A
9.5	Emergency exit door(s) are clearly signposted, illuminated and unobstructed	☐ Yes	☐ No	☐ N/A

Section 2 – Action Plan should be used to action any hazards identified in 'Section 1'.

Ref No.	Corrective Action	Person Responsible	Date Completed