JAMES NASH
STATE HIGH SCHOOL

FACILITIES PLAN 2017 – 2020

Including Identified Strategic Priorities:
Maintaining excellent facilities and grounds
World Class Technology usage in every classroom
Reduction of the Department Environmental Footprint
Investigate sustainability within Faculties
Continued Support for Trade Training Centre

2017 UPDATE

Principal's signature: D  Date: 27/3/17  P & C President's signature:  Date: 28/2/17
School Council President's Signature:  Date:  ARD/ADG Signature:  Date:
2016 S.A.R. Facilities Comments

James Nash now has some of the most modern and sophisticated teaching spaces you could possibly hope to find in a secondary school. In 2013/2014/2015 we have also been providing leadership to the wider educational community that has resulted in a monumental increase in secondary and tertiary schooling options being available in Gympie with the opening of the Gympie Trade Training Centre-Construction and the University of Sunshine Coast Campus. These projects ensure many more young people (and not so young people) are able to stay and live in our community whilst they pursue further education.

We have continued to work with Principals from all secondary schools in Gympie in providing pathways to trade areas that are experiencing skill shortages across Australia.

With the completion of our new Year 7 building and the enhancement of Flexible Teaching this year we welcomed Year 7 and Year 8 students from the primary schools into James Nash.

2015 has seen another investment in the maintenance of the school facilities with projects including internal and external painting and removal of large areas of pavers and replaced with reinforced concrete as well as the addition of student shade shelters. These projects they are essential for the long term condition of our facilities and enhanced maintenance to improve the painting and flooring in all classrooms as well as paved areas.

With the gradual repainting of a host of our buildings and the obvious efforts of our grounds staff to improve the appearance of our grounds, we believe we are providing an ambience and environment that not only inspires learning but allows modern, technologically rich teaching and learning to be occurring.

Strategic Priorities and Targets for 2017

- Continue Implementing Trade Training Centre development at East Coast TAFE
- Develop sustainability strategies into Facilities Plan
- Continued Student and Professional Learning Environment
- Shade shelter options across the school
- SA/PA fly over awning for outdoor learning environment
Core Purpose: To inspire Learning

Our Goal: To be recognised as a hub of educational excellence

Nash State High School facilities plan is a 3-year ‘living’ plan, which will be reviewed and updated annually.

The facilities plan has been grounded in the following principles:-
1. The plan is responsive to the developmental needs of students
2. The plan is conducive to the school wide pedagogy
3. The plan is supportive of the school vision of inspiring learning

The facilities plan has been constructed to address the following program areas.

A) Major Capital Works and Innovations
B) Minor Capital Works and Innovations
C) Annual Planned Maintenance
D) Unplanned Maintenance
E) Routine Minor Works
F) Grounds Development and Maintenance
G) Furniture
H) Workplace Health & Safety
I) P & C Programs

- For each program area a number of facility projects have been identified. These projects are outlined within.
- For each project area there will be a description of the intended change with possible implications outlined.
- It will be the job of the Facilities Reference group to prioritise and recommend to the Principal, the facilities planning to be carried out during the term of this plan.

This process would include:

a) Review of previous Facilities Plan priorities
b) Submission of future requests
c) Projects prioritised by Facilities Reference Group
d) Consultation with all stakeholder groups
e) Recommendations to Principal.
CAPITAL WORKS AND INNOVATIONS:

MAJOR

This is a ‘living’ document and as each Project Plan is received details are included on the list.

GOAL: To have excellent Facilities and Grounds

STRATEGIES:

* To establish a whole school Master Plan for future capital works developments
* To establish a priority list of future developments for Major and Minor Capital Works projects

PROCESS FOR ACCESSING “the list”

Project Planner form PROJECT PLANNER.doc (APPENDIX 1) completed by the person making the proposal. (Must be counter-signed by H.O.D.)

Project Planner returned to Business Services Manager – Co-Chair of the Facilities / WHP&S Reference Group

At Budget time, the Facilities Reference Group will make recommendations for the P & C Executive to prioritise projects so that if and when funding sources become available, the next priority will become the subject of the Application for Funding

If a perceived emergent situation arises during the year, the above groups will meet to reallocate priorities.

MAJOR CAPITAL WORKS LIST: 2017

<table>
<thead>
<tr>
<th>PROPOSED PROJECT</th>
<th>BRIEF DESCRIPTION</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTAD upgrade</td>
<td>Upgrade INTAD + Unisex Amenities. Improvement of learning space to support INTAD curriculum</td>
<td>1</td>
</tr>
<tr>
<td>Sports Hall</td>
<td>Improved school environment to support whole of school activities and curriculum outcomes for PE. Inability to meet projected enrolment predictions</td>
<td>2</td>
</tr>
<tr>
<td>Performing Arts Academy of Arts</td>
<td>Build modern building to house Music Room / Lighting Upgrade / Storage / Kitchenette / Soundproof Room / Gallery to showcase Student artwork • WH&amp;S concern with lighting trip hazards in Auditorium steps</td>
<td>3</td>
</tr>
<tr>
<td>Staff Rooms</td>
<td>School staff rooms to address wellbeing of staff and staff engagement. Adequate space for classroom teachers, specialist teachers and administration positions</td>
<td>4</td>
</tr>
<tr>
<td>All Weather Outdoor Weather Facility</td>
<td>Proviso of all-weather outdoor facility to deliver PE Curriculum in wet weather • Align to meet standards of Sun Safety Policy</td>
<td>5</td>
</tr>
<tr>
<td>Project Description</td>
<td>Details</td>
<td>Budget</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Home Ec Kitchen</td>
<td>Enhancement to Senior Home Ec Kitchen to align with current design and industry standards – H2 to mirror H1 to provide increased learning and teaching space + addition of refrigeration</td>
<td>$6</td>
</tr>
<tr>
<td>Sport Change Facility and Storage</td>
<td>Install building facility adjacent to rugby oval to include amenities / change rooms, showers, fitness training/gym and canteen. $250,000</td>
<td>$7 Apply for funding through Sport &amp; Rec. 75% if we have 25% of funds</td>
</tr>
<tr>
<td>PWD/SWD access to Administration facility</td>
<td>Supporting People with Disabilities or Student with Disabilities access to main office. Install compliant path and form car park to front of Admin Office. Automatic opening door for access to student reception area</td>
<td>$8</td>
</tr>
<tr>
<td>Safe School Environment</td>
<td>Address WH&amp;S issues of Structured Learning Car park Add extra parking areas to back of PA both sides of roadway. Remove guttering, add hand rails to existing paths, excavate, seal existing gravel Car Park Disabled car park</td>
<td>$9</td>
</tr>
<tr>
<td>Upgrade and weatherproof MPS</td>
<td>Upgrade tired facilities and weather proof Multipurpose Shelter Improved school environment to support all weather access</td>
<td>$10 $150,000</td>
</tr>
<tr>
<td>MPS Gym/Dance/Fitness/Class Rooms</td>
<td>Build second storey above current classrooms and staff room and storage providing 1 room dividable into 3 teaching spaces - $250,000</td>
<td>$11 Apply for funding through Sport &amp; Rec. 75% if we have 25% of funds</td>
</tr>
<tr>
<td>I Block – Commercial Kitchen &amp; Cold Room</td>
<td>Build adjoining/or close to I Block to allow hospitality students to cater for functions and/or run coffee shop to compete VET modules - $200,000</td>
<td>$12 $200,000</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Construct heated swimming pool, combined dressing rooms / showers /toilets $2,000,000</td>
<td>$13 $2,000,000</td>
</tr>
</tbody>
</table>
MINOR

This is a ‘living’ document and as each Project Plan is received it’s details are included on the list.

GOAL: To ensure a pleasant ambience throughout the school

STRATEGIES:

- To outline minor capital works application procedures

PROCESS FOR ACCESSING “the list”

- Project Planner form PROJECT PLANNER.doc (APPENDIX 1) completed by the person making the proposal. (Must be counter-signed by H.O.D.)

- Project Planner returned to Business Services Manager – Co-Chair of the Facilities / WH&S Reference Group

- At Budget time, the Facilities Reference Group will make recommendations for the P & C Executive to prioritise projects so that if and when funding sources become available, the next priority will become the subject of the Application for Funding

- If a perceived emergent situation arises during the year, the above groups will meet to reallocate priorities.

STRATEGIES: To establish a priority list of minor capital works projects

MINOR CAPITAL WORKS LIST: 2017

<table>
<thead>
<tr>
<th>PROPOSED PROJECT</th>
<th>BRIEF DESCRIPTION</th>
<th>PRIORITY</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA alternated undercover outdoor teaching learning space</td>
<td>• Covered outdoor teaching learning area between PA &amp; SA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Home Economics Staff Room</td>
<td>• Knock out existing wall to extend existing Staff Room to accommodate staff</td>
<td>2</td>
<td>$38 000</td>
</tr>
<tr>
<td>Stabilise Bank with concrete tiering due to WH&amp;S concerns</td>
<td>• Stabilise bank by constructing tiered concrete wall on Elphinstone Oval with handrails. This will address WH&amp;S concerns with erosion, as well as dispersing water across oval and concerns with safety of accessing the oval. Further set of tiered concrete steps/wall with handrails on bank (between F Block and Turckshop) which is also an access point for the oval and is a WH&amp;S concern for staff and students</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Library Staffing Area</td>
<td>• Review staffing area to accommodate Teacher/ Librarian working desk/office for off line work</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Administration Building – Front entry awning &amp; automatic sliding glass doors</td>
<td>• To further increase our service provision to parents, staff and students and the wider school community add a walkway awning to</td>
<td>6</td>
<td>$25 000</td>
</tr>
<tr>
<td>Proposal</td>
<td>Activity</td>
<td>Description</td>
<td>Time Required</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Rock Climbing Wall – MPS-</td>
<td>Recreation Studies currently have to practice on oval banks for a day out for assessment. A wall would allow for better introductory activities and greater learning outcomes for students. It would also allow for the development of skills and motivational activities for other year levels a groups</td>
<td>7</td>
<td>$20,000</td>
</tr>
<tr>
<td>Landscaping of banks on ovals</td>
<td>Ovals have steep, shale banks. Pedestrians cause rocks to be exposed and loosened, causing slides which can cause injury</td>
<td>8</td>
<td>$5,000</td>
</tr>
</tbody>
</table>
BUILDING MAINTENANCE

ANNUAL PLANNED

GOAL: To have excellent Facilities and Grounds

STRATEGIES:

* To establish a whole school Master Plan for future planned maintenance
  To utilise the Enhanced Maintenance Grants to remove the back log of
  maintenance tasks from the Maintenance Annual Review
  Establish Direct to Market protocols across the school

FORM OF ALLOCATION:

Funds allocated on financial year basis and administered by the school through Direct to Market strategies

PROCESS FOR ACCESSING FUNDING:

A prioritised Maintenance Assessment Report prepared by Building Asset Services
  and sent to the school

Principal and Business Services Manager assess the report and advise BAS of the school’s
  requested priorities

Apply D2M protocols to call tenders for the requested projects and school signs off on accepted
  tender.

If there are any re-prioritisations to be done during the financial year, then the
  Report is revisited by the Principal and Business Services Manager.

All Workplace Health and Safety Tasks as per Maintenance Assessment Report completed
September 2016 have been actioned and completed

IDENTIFIED MAJOR SCHOOL PRIORITIES 2016-2017 FINANCIAL YEAR $000.00:
(See BAS Maintenance Assessment Report held by Business Services Manager/Principal for full list)

<table>
<thead>
<tr>
<th>Building</th>
<th>Priority</th>
<th>Defect Description</th>
<th>Task Description</th>
<th>Indic Cost EX GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G:\Coredata\Admin\BSM\FACILITIES\FACILITIES PLANS\Facilities Plan 2017-2020\2. JNSHS Facilities Plan 2017- 2020.doc
UNPLANNED & SMALL ROUTINE MAINTENANCE

GOAL: To have excellent Facilities and Grounds

STRATEGIES:
* To establish a whole school Master Plan for future capital works developments
* To establish a priority list of future developments for Major and Minor Capital Works projects

FORM OF ALLOCATION:
Funds allocated on financial year basis and held by BAS.

PRIORITY LIST:
* Accessed on emergent/unplanned events.
* For small routine maintenance activities eg refix locks, repaint signs, clean out gutters, replace tap washers etc

PROCESS FOR ACCESSING LIST:

On an Adhoc basis – staff advise the Schools Officer (Buildings) via the computer STAFF INTRANET of jobs that need doing

Schools Officer and Business Services Manager, determine job priority and if internal or external maintenance required in consultation with Facilities Reference Group

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2M procedures followed</td>
<td>School's Officer proceeds with repairs as required</td>
</tr>
<tr>
<td>Funds allocated on financial year and held by school</td>
<td>Funds allocated through Minor Works Grant and School Grant allocations</td>
</tr>
</tbody>
</table>
# GROUNDS DEVELOPMENT

**GOAL:**
To create a pleasant ambience throughout the school
To create a world-class learning environment

**STRATEGIES:**
* To establish a whole school Master Plan for future grounds developments
* To establish a priority list of future developments for Grounds projects

**PROCESS FOR ACCESSING LIST:**

Staff can complete a [PROJECT PLANNER.doc (APPENDIX 1)](#) for any new grounds development projects required. Must have a HOD or ADMIN signature

At Budget time, the Facilities Reference Group will make recommendations for the P & C and student representatives to prioritise projects for the next budget

Funds allocated through School Grant allocations

## GROUNDS DEVELOPMENT LIST:

<table>
<thead>
<tr>
<th>PROPOSED PROJECT</th>
<th>PRIORITY</th>
<th>DESCRIPTION</th>
<th>Cost EX GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stabilise Bank with concrete tiering due to WH&amp;S concerns</td>
<td>1</td>
<td>Stabilise bank by constructing tiered concrete wall on Elphinstone Oval with handrails. This will address WH&amp;S concerns with erosion, as well as dispersing water across oval and concerns with safety of accessing the oval. Further set of tiered concrete steps/wall with handrails on bank (between F Block and Tuckshop) which is also an access point for the oval and a WH&amp;S concern for staff and students</td>
<td>$120 000</td>
</tr>
<tr>
<td>Upgrade between A Block and Courtyard</td>
<td>2</td>
<td>Upgrade area with paths and landscaping between Admin and Courtyard</td>
<td>$25 000</td>
</tr>
<tr>
<td>Paths/Hand Rails</td>
<td>3</td>
<td>Hand rails to define areas Library walkway to enable regeneration of grass – side of Home Ec and front of Home Ec</td>
<td>$4 000</td>
</tr>
<tr>
<td>J Block student seating area and path</td>
<td>4</td>
<td>Concrete area for student seating under J Block and path</td>
<td>$10 000</td>
</tr>
<tr>
<td>Trimming and removal of problem trees in the school grounds</td>
<td>5</td>
<td>Continuing Annual assessment of all trees in regards to safety</td>
<td>$3 000</td>
</tr>
<tr>
<td>Lighting of Grounds</td>
<td>6</td>
<td>Lighting required for dark spots around the school – PA &amp; CO; walkways form Admin to B Block, Walkway to Home Ec, Front of C Block, Between Man Arts &amp; CO, Car Park Allenola St end, Courtyard near Admin, IT Hub car park</td>
<td>$5 000</td>
</tr>
<tr>
<td>Finish beautification and development of the area between MPS/GS/D &amp; HA</td>
<td>7</td>
<td>Seating and Gardens Concreting paths from MPS to car park Shed to GS Routine Works and P&amp;C</td>
<td>$7 000</td>
</tr>
</tbody>
</table>
Blocks

| Beautification and development of the bank on Admin side of C Block | 8 | Plants |

MAINTENANCE

GOAL: To create a pleasant ambience throughout the school

STRATEGIES: To establish a priority list of identified grounds maintenance jobs that require completion

FORM OF ALLOCATION:
Funds allocated from School Grant allocation

PRIORITY LIST: * Accessed on emergent/unplanned events.

PROCESS FOR ACCESSING LIST:

On an Adhoc basis – staff advise the Schools Officer (Grounds) via the computer STAFF INTRANET of jobs that need doing

Schools Officer and Business Services Manager, determine if jobs need to be referred to external contractor or if the Schools Officer (Grounds) can complete it.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2M processes followed</td>
<td>School’s Officer proceeds with repairs as required</td>
</tr>
<tr>
<td>Funds allocated on financial year and held by school</td>
<td>Funds allocated through School Grant allocations</td>
</tr>
</tbody>
</table>
ROUTINE MINOR WORKS

GOAL: To have excellent Facilities and Grounds

STRATEGIES:
* To establish a whole school Master Plan for future capital works developments
* To establish a priority list of future developments for Major and Minor Capital Works projects

Form of Allocation:
Formula-generated cash grant

Expenditure Guidelines
These funds are tied to facilities-related activities.

- small routine maintenance activities e.g. refix locks, repaint signs, clean out gutters, replace tap washers; and
- minor new works activities - minor new works projects under $100,000 e.g. access lighting, access paths, furniture or security issues.

Policy Reference
Education Policy and procedures Register - FNM-PR-009: Minor Works Program

PROCESS FOR ACCESSING FUNDING

[PROJECT PLANNER.doc (APPENDIX 1)] form completed by the person making the proposal (Must be counter-signed by H.O.D.)

Project Planner returned to the Business Services Manager – Co-Chair of the Facilities / WPH&S Reference Group

At Budget time, the Facilities Reference Group prioritises projects for the new year’s budget

If a perceived emergent situation arises during the year, the reference group will meet to reallocate priorities.
PRIORITY LIST: $145 704 Minor Works (Whole school RMW)  
and  
P&C Innovations Donation $10 000  

Funds available for prioritising:

- Routine Minor Works (Whole School): $145 704  
- P&C Innovations $5 000 Semester 1 & $5 000 Semester 2

**FACILITIES MINOR WORKS PRIORITIES WPHS ISSUES**

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DESCRIPTION OF WORK</th>
<th>COSTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA stair lighting / Led strip Lighting – WH&amp;S incident</td>
<td>$10 000</td>
</tr>
<tr>
<td>2</td>
<td>Concrete paved area between Art Block and disabled ramp – WH&amp;S issue</td>
<td>$6 500</td>
</tr>
<tr>
<td>3</td>
<td>W&amp;HS - DARK SPOTS AROUND SCHOOL LIGHTING REQUIRED: PA &amp; CO / WALKWAYS FROM ADMIN TO B BLOCK / WALKWAY TO HOME EC / FRONT OF C BLOCK / BETWEEN MAN ARTS AND CO / CAR PARK ALENOLA ST END / ADMIN COURTYARD / COURTYARD BETWEEN MPS, SCIENCE AND HOME EC</td>
<td>$8 500</td>
</tr>
<tr>
<td>4</td>
<td>WPHS - INSTALL MESH GRILLS ON AIR VENTS IN CO AND GS CEILINGS DUE TO FIRE AND VERNIM HAZARD</td>
<td></td>
</tr>
</tbody>
</table>

**FACILITIES MINOR WORKS TO BE PRIORITISED WHEN FUNDS BECOME AVAILABLE TO BE COMPLETED IF POSSIBLE BY THE JANITOR GROUNDSMAN**

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DESCRIPTION OF WORK</th>
<th>COSTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 X REFRIGERATED WATER BUBBLERS</td>
<td>$8 500</td>
</tr>
<tr>
<td>2</td>
<td>PA CHAIRS FOR BAND</td>
<td>$3 500</td>
</tr>
<tr>
<td>3</td>
<td>ELPHINSTONE OVAL TIERED CONCRETE WALL TO STABILISE BANK AND OUTDOOR TEACHING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LEARNING AREA – WINGS IF P&amp;C ALLOCATE FUNDS FOR MIDDLE SECTION</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EXPOSED DRAINS – M; GS2; GS; E BLOCK – SEU SIDE</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EROSION ON BANK OF SOCCER &amp; MAIN OVALS – ROCKS ON OVAL</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>C1 &amp; 2 – BENCHES DAMAGED NEED RESURFACING–</td>
<td>$6 000</td>
</tr>
<tr>
<td>7</td>
<td>FANS FOR PA6</td>
<td>$450</td>
</tr>
<tr>
<td>8</td>
<td>PA BLOCK STORAGE SHED</td>
<td>$2 500</td>
</tr>
<tr>
<td>9</td>
<td>SCREENS / SHADES FOR WESTERN SIDE OF CO</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ADD PAILINGS TO BACK OF SHIPPING CONTAINER AT J BLOCK</td>
<td></td>
</tr>
</tbody>
</table>
FACILITIES INNOVATIONS PRIORITISED LIST. BUDGET $10,000
SEE BSM FOR LIST OF BIDS

PRIORITIES MONIES NEED TO BE SPENT IN SEMESTER ALLOCATED

**SEMESTER 1 BUDGET**

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DESCRIPTION OF WORK</th>
<th>COSTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>$1,500</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>$1,500</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**SEMESTER 2 BUDGET**

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DESCRIPTION OF WORK</th>
<th>COSTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WORKPLACE HEALTH & SAFETY

GOAL: To ensure a safe learning and working environment
     To identify and list the structure and responsibilities of the Workplace Health and Safety committee.

STRATEGIES:

• To identify and define the composition of the Workplace Health & Safety Committee
• To establish a register of accountability for Workplace Health and Safety Committee
• To outline process to people to advise Workplace Health and Safety issues.

Workplace Health and Safety Committee:

• is to be overseen by a WPH&S officer with a second as deputy on occasions of absence by the other officer
  • both are to be present at all W H & S meetings
  • both are to be appropriately trained and accredited.

• issues will be managed by the committee with representatives from all faculties of the school both teaching and ancillary staff.
• this committee will meet on an “as required” basis but at least once per term
• detailed minutes of these meetings will be kept and filed.
• any issues that need attention and cannot be solved in house will be presented to the Business Services Manager
• any issues the Business Services Manager cannot manage locally will be taken to the principal in their regular line meetings.

Safety, Checks, and Audits

➢ Facilities / Grounds to be kept safe for all users.
➢ Warning Signs
➢ Electrical Safety
➢ Cleaning Safety
  ▪ Chemical
  ▪ PPE
  ▪ Security
➢ Pest Control
➢ Emergency Evacuations & Lockdowns – before, during and after school
➢ Fire Safety – Audits & Training
➢ Schools Officer / Grounds – safety and security for A/H for buildings and grounds
➢ Asbestos register
➢ Audits
➢ Safety in-services
➢ WH&S officers in-service
➢ Curriculum safety
  ▪ med and low risk activities managed locally by departments via relevant EPRR’s
  ▪ high risk activities managed locally by departments via relevant EPRR’s and individual Risk Assessments
<table>
<thead>
<tr>
<th>Accountability</th>
<th>By Whom</th>
<th>Timing</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grounds Audit</td>
<td>Facilities Reference Group</td>
<td>Term 4</td>
<td>See Process [APPENDIX 2] WHS Files in A20</td>
</tr>
<tr>
<td>2. Mandated Staff Training</td>
<td>BSM</td>
<td>Term 1(and as required)</td>
<td>See Process [APPENDIX 2] Mandated Staff Training Register in A20</td>
</tr>
<tr>
<td>3. Electrical Safety</td>
<td>BSM</td>
<td>Term 1,3,4</td>
<td>See Process [APPENDIX 2].</td>
</tr>
<tr>
<td>4. Warning Signs (e.g. Speed limits, speed bumps, work in progress etc)</td>
<td>Facilities Reference Group &amp; WHSO</td>
<td>As required</td>
<td>See Process [APPENDIX 3] WHS Files in A20</td>
</tr>
<tr>
<td>5. Exit Light Inspection</td>
<td>BAS Contractor</td>
<td>Bi-annually</td>
<td>See Process [APPENDIX 3] WHS Files in A20</td>
</tr>
<tr>
<td>6. Chemicals:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>HOD</td>
<td>Daily</td>
<td>D4 – Scientific Assistant</td>
</tr>
<tr>
<td>Grounds</td>
<td>Schools Officers</td>
<td>Daily</td>
<td>E Block</td>
</tr>
<tr>
<td>Cleaners</td>
<td>School Cleaning Advisor</td>
<td>Daily</td>
<td>MSDS in Cleaning rooms</td>
</tr>
<tr>
<td>Art</td>
<td>HOD</td>
<td>Daily</td>
<td>C Block</td>
</tr>
<tr>
<td>Extinguishers &amp; Hoses</td>
<td>BAS Contractor</td>
<td>Bi-annually</td>
<td>See Process [APPENDIX 6] WHS Files in A20</td>
</tr>
<tr>
<td>15. WHSO Training</td>
<td>WHSO</td>
<td>5 yearly</td>
<td>See Process [APPENDIX 7]WHS Files in A20 &amp; Professional Development data on SMS</td>
</tr>
<tr>
<td>High Risk</td>
<td>HODs</td>
<td>As required</td>
<td>See Process [APPENDIX 7] See Risk Assessments on Faculty files</td>
</tr>
<tr>
<td>18. Injury reports</td>
<td>Self Teacher</td>
<td>As required</td>
<td>See Process [APPENDIX 8] See MyHR - Workplace Health &amp; Safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>See Process [APPENDIX 8] See MyHR - Workplace Health &amp; Safety</td>
</tr>
</tbody>
</table>
| 19. First Aid - Kits  
- Restocking  
- Kit Audits  
- Student Medical Information | First Aide Officer  
Office Staff  
First Aide Officer  
First Aide Officer  
Teacher | Each usage  
As required  
As required  
Annually  
Quarterly | See Process (APPENDIX 9)  
See First Aid Kit Register in each box  
See Process (APPENDIX 9)  
See Register in Office  
See Process (APPENDIX 10)  
See Register in door of First Aid Cabinet  
See Process (APPENDIX 10)  
See Process (APPENDIX 10) |
|---|---|---|---|
| 20. First Aid Training | BSM | Annually | Arranged by BSM (APPENDIX 9)  
See Register in Files in A20 |

For more detailed information the following documents can be accessed:

- Workplace Health and Safety requirements in schools  

- Education policy and procedures register > Health and safety  

- EPPR’S  
APPENDIX 1
PROJECT PLANNER

Project Description: (a clearly marked map must be attached)

Prioritising Criteria:
- Learning outcomes for students.
- W.P.H & S issue.
- Safe / Healthy Work Environment.
- Cohesive Community Expectations.

Presenter:

Estimated Cost:

Target Date:

<table>
<thead>
<tr>
<th>Tasks to complete</th>
<th>Resources Required</th>
<th>FOR COMMITTEE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Contractor/Outside Involvement</td>
<td>Phone No.</td>
<td>Fax No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RETURN TO: BSM – FACILITIES & WH&S REFERENCE GROUP

FOR USE OF FACILITIES & WH&S REFERENCE GROUP ONLY

Received:

Prioritised:

PRIORITY NBR:

APPENDIX 2
PROCESS FOR GROUNDS AUDITS

1. Facilities Reference Group arranges a date in beginning of Term 4 to carry out the audit.
2. WHSO compiles the paperwork required and advises the School’s Officers of the date.
3. On the day of the audit, the Facilities Reference Group divides into two (2) groups with one (1) School’s Officer in each group.
4. Each group is given an area of the school to audit.
5. On completion of the audit process, a copy of the report is filed in the WHS files in the Administration office for future reference and a copy is given to the Business Services Manager for allocation of repairs required to either BAS/D2M Contractors for payment through the Unplanned Maintenance funds; or the Minor Routine Works list for completion by the Schools Officers.

PROCESS FOR MANDATED STAFF TRAINING

1. At the commencement of each year, the BSM distributes a copy of the Emergency Evacuation and Lockdown procedures to all staff to read and learn.
2. As each staff member completes this process, their name is recorded in the Mandated Staff Training Register which is held in the strong room in the Administration office.
3. Also at the beginning of the year during the Pupil Free days, all staff members are trained in Code of Conduct and Student Protection Policy.
4. The BSM arranges training for staff who did not attend Pupil Free Day for Code of Conduct and Student Protection Policy and advises the relevant staff members.
5. When this training is completed, the Mandated Staff Training Register is updated.

PROCESS FOR ELECTRICAL SAFETY INSPECTION

1. January and June/July equipment will be tested and tagged.
2. Trained School Facilities Officer and Scientific Officer will test and tag all equipment
3. Equipment that passes the safety test will be issued with an inspection tag
4. Equipment that doesn’t pass the safety test will be tagged as “FAULTY TEST” and given back to HODS to arrange for repair or write off.
5. Any equipment bought into the school that is not new needs to be tested and tagged before use in the school.

APPENDIX 3

G:\Coredata\Admin\BSM\FACILITIES\FACILITIES PLANS\Facilities Plan 2017-2020\2. JNISHS Facilities Plan 2017- 2020.doc
PROCESS FOR PROVISION OF WARNING SIGNS

1. Staff identify a hazardous situation and report to WSHO
2. WSHO and School Officer erect necessary barriers
3. WSHO to purchase sign relating to hazardous situation

PROCESS FOR EXIT LIGHT INSPECTIONS

1. BAS contractor contacts school
2. Contractor inspect all lights
3. Contractor provides report to the school on the outcome of the inspection
4. Contractor repairs lights that do not pass the inspection

PROCESS FOR HANDLING CHEMICALS

1. Material Safety Data Sheets are kept for all chemicals used in the school.
2. Staff are advised:
   2.1.1 of the place of storage
   2.1.2 to ensure they acquaint themselves with the MSDS for the chemicals they use
3. Supervisors of areas using chemicals, and who are responsible for obtaining and storing the MSDS and chemicals are: SCIENCE HOD; ART HOD; SCHOOLS OFFICERS; SCHOOL CLEANING ADVISOR
APPENDIX 4

PROCESS FOR ISSUING PERSONAL PROTECTIVE EQUIPMENT

Staff member applies to the BSM for PPE or renewal of PPE

BSM identifies a need for PPE for a staff member (e.g., hats, sunscreen, steel cap boots etc. for Schools Officers)

BSM arranges for purchase of the relevant PPE

Register is kept of all PPE issued

PROCESS FOR AFTER HOURS SECURITY

1. Staff requiring after hours access to school buildings contact the Business Services Manager to arrange after hours access and keys.

2. Business Services Manager allocates a 4-digit, unique code for each staff member and enters this into the security system and records same on secured file.

3. Staff are given keys to their particular building, a building with a photocopier and a key to the security boxes.

4. For after hours access:
   4.1 Staff access one of the security boxes located at: SA Block, GS Block, M Block
   4.2 Input their 4-digit unique code
   4.3 Press the “OFF” key and input the Building number (inside top lid)
   4.4 Then press “ENTER” key

   4.5 When leaving, staff access the security box as above
   4.6 Input their 4-digit unique code
   4.7 Press the “ON” key and input the Building number (inside top lid)
   4.8 Then press “ENTER” key

5. For after hours security callouts by State Government Security:
   5.1 At approx. 9.30 pm each night, State Government Security check that all buildings have had the security turned on.
   5.2 If the security is not on, the State Government Security officer will contact the school’s after hours contacts as per the submitted list.
   5.3 The contact has the choice of going to the school and manually arming the system or authorising the Security officer to arm the system remotely.

6. If the latter occurs, the Business Services Manager is to be advised at beginning of the next day of school.
APPENDIX 5

PROCESS FOR ARRANGING PEST CONTROL

1. PFOO3 forms are sent out, defining:
   1.1 areas to be treated
   1.2 dates and times treatments are to be carried out (ie 1st week of Summer Vacation)
   1.3 types of vermin to be exterminated
   1.4 procedures to be followed should treatment not be effected

2. Successful quote accepted in writing and Purchase Order issued

3. Fumigation to be carried out in the Easter vacation period

PROCESS FOR EMERGENCY EVACUATION AND LOCK DOWN DRILLS

1. All staff are given a copy of the Emergency Evacuation/Lock Down procedures to read and note and are then to sign the Mandated Staff Training Register to acknowledge that this has been done.

2. Dates set each term by Facilities Reference Group for drills to be held

3. Dates of drills are confirmed with Management Team and at HOD's meeting

4. Notes on drills are handed back to BSM

5. Facilities Reference Group to revisit each drill, after it has been held, to identify any problems

6. A report on the exercise is given to the Principal for actioning and a copy is filed in the Workplace Health and Safety files kept in the Administration Office.

PROCESS FOR CARRYING OUT FIRE SAFETY AUDITS

1. Fire Department contacts school

2. Fire Department inspects:
   2.1.1 Evacuation procedures
   2.1.2 Exit lights
   2.1.3 Extinguisher placements etc

3. Schools Officer repairs/replaces any items that do not pass the inspection
APPENDIX 6

PROCESS FOR FIRE EXTINGUISHER AND FIRE HOSE INSPECTIONS

1. BAS organise contractors to carry out these inspections on a regular basis
2. Contractor and Schools Officers inspect all hoses and extinguishers
3. Contractor prepares a report which is sent to BAS and a copy is held in the WHS files in the Administration office.
4. School advises BAS if repairs are to be carried out by the contractor or to a school organised contractor

PROCESS FOR ARRANGING FIRE SAFETY TRAINING
(THE USE OF EXTINGUISHERS AND HOSES)

1. Each Semester, the WHSO checks the register to identify personnel not trained in use of fire safety equipment
2. WHSO arranges a date, venue and trainer for training
3. Notifies the Facility Reference Group and staff of the training arrangements
4. WHSO updates the register which is kept in the WHS files in the Administration Office

PROCESS FOR GROUNDS SECURITY

1. All access points to the school are to be locked with a "key to lock, master keyed" padlock
2. Access points will be unlocked in the morning at 5.00 am by a delegated school cleaner and locked in the afternoon by a delegated cleaner at 5.40 pm. The main gate to the administration car park will be locked at 6.00pm as cleaners leave the school grounds.
3. Persons requiring access to the school grounds after hours, must make an application in writing to the Principal
4. Persons accessing the grounds after hours, without the permission of the school principal, will be reported to the police for trespassing
APPENDIX 7

PROCESS FOR ACCESSING ASBESTOS REGISTER

1. The school's Asbestos Program: Building Management Plan compiled by BAS is kept and updated in BEMIR.

2. When a contractor attends the school to carry out work, they are issued with and WAAP with an asbestos register attached for where the work is to be performed and must check first to ascertain if the area they will be working in as been identified as having asbestos-containing material present.

3. They must sign the WAAP confirming that they have read the Asbestos page/s, and whether the area does or does not contain asbestos material.

4. The WAAP is to be verified by the Principal/BSM.

5. If there is asbestos material in the area, the Principal is to report same to the school's governing authority and no work is to be carried out until a process and authority to proceed is confirmed by them.

PROCESS FOR HEALTH & SAFETY OFFICER TRAINING

1. A register is kept of trained Health & Safety Officers within the school.

2. Register is checked by the WHSO to ascertain the expiry dates of the relevant officer certification.

3. WHSO registers for next relevant re-certification course.

4. On successful completion, WHSO updates the relevant register and SMS.

PROCESS FOR RISK ASSESSMENTS WITHIN FACULTIES

Medium and Low risk activities are assessed and managed locally by Faculties in accordance with the relevant Education Policy and Procedures Registers.


High risk activities are assessed and managed locally by Faculties in accordance with the relevant Education Policy and Procedures Registers.

APPENDIX 8

PROCESS FOR MAINTAINING SAFETY PROCEDURES IN STAFF HANDBOOK

1. In Term 4 of every year, safety procedures are reviewed by the Facilities Reference Group to ensure that the procedures are current and correct with appropriate changes being made.

2. Amended procedures are reprinted and given to the Admin Officer in Student Services for inclusion in the staff handbooks when they are compiled at the end of each year.

PROCESS FOR REPORTING STAFF INJURIES

1. Staff are to report immediately any injury received in carrying out their duties to a member of the Administration OR a supervisor OR another staff member.

2. Within 24 hours a MyHR WH&S Data Entry sheet must be completed and returned to office staff.

3. The office staff enters the data into MyHR WH&S by the third day at the latest.

4. A MyHR WH&S report is automatically activated and advises the Principal/WHSO what further action is required.

5. If a Work Cover application is to be made, the application must be completed and returned to the Rehab Coordinator Peter Petit as soon as a Work Cover medical certificate has been issued by a Doctor.

PROCESS FOR REPORTING STUDENT INJURIES

1. Students are to report immediately any injury received to a member of staff.

2. Within 24 hours a MyHR WH&S Data Entry sheet must be completed and returned to Student Services.

3. The office staff enters the data into MyHR WH&S by the third day at the latest.

4. A MyHR WH&S report is automatically activated and advises the Principal/WHSO what further action is required.
APPENDIX 9

PROCESS FOR FIRST AID TRAINING

1. Office staff check the register of Personnel who hold First Aid qualifications to identify which staff members need their qualifications updated

2. Office staff arrange a trainer and set a date and venue

3. Relevant staff members are advised of date and venue for training

4. On successful completion of training, office staff update the register

PROCESS FOR ALLOCATION OF FIRST AID KITS

1 Several large kits are held in office strong room, for use on activities away from the school grounds

2 First Aide Officers are responsible for maintaining and allocating the kits

3 Should more be needed, the First Aide Officer is responsible for making-up new kits

4 Each faculty area staff room has a basic first aide kit and each faculty area is responsible for maintaining these kits by advising the First Aide Officers with the required needs

PROCESS FOR RESERVING/ACCESSING KITS

1 Register and kits are kept in the Administration office strong room

2 Staff requiring a kit for an activity, register their request with the office staff

3 The Register is noted and signed out by the relevant Staff member

4 When the kit is returned, the Register is noted and signed back in by office staff who are also advised what, if any, stock was used out of the kit
APPENDIX 10

PROCESS FOR RESTOCKING FIRST AID KITS

1. When a kit is returned the First Aide Officer is advised by the relevant teacher or office staff what, if any, stock was used out of the kit

2. The kit is then restocked by the First Aide Officer from the First Aid supply cabinet

3. If there is insufficient equipment to restock the kits, then a Purchase order is generated ordering more stock

4. The supply cupboard is also restocked when the new stock arrives

PROCESS FOR FIRST AID KIT AUDITS

1. Each year the First Aide Officer will send out a memo and contents form to all HODs

2. HODs inspect all the kits held in their faculty and note all contents which need replenishing

3. Contents form is returned to the First Aide Officer who arranges for replenishing items to be delivered to the relevant HOD

4. Should kits require replenishing at other times during the year, the HODs will request more stock from the First Aide Officer

PROCESS FOR DISSEMINATION OF STUDENT MEDICAL INFORMATION

1. Teacher in charge of excursion generates a Medical Details report from ONESCHOOL and this is taken with the First Aid Kits