

PREMISES & BUILDINGS POLICY

Contents

1. Rationale
2. Maintenance
3. Security
4. After Hours Use
5. Access to premises

Attachments

- A: On and Off Site Educational Facilities & Zone Map (Hard Copy)
 B: Hire of School Facilities – info
 C: Hire of School Facilities/Equipment – form
 D: Excerpt from the *Disability Discrimination Act 1992*
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1. Rationale

Mumbulla School will implement measures to promote the safety and wellbeing of all students. This includes the safety and security of the school's premises and buildings.

2. Maintenance

The Board of Directors of Mumbulla School have delegated the maintenance of the school's premises and buildings to the Building & Grounds coordinator, supported by the Building and Grounds team and the WH&S group. This includes the monitoring and assessing of the current standard and state of repair of the school's buildings and premises and takes into account current building requirements.

An agreed Maintenance Schedule will provide the framework for scheduled work to be carried out.

All work will be carried out with reference, where relevant, to the:

- *Explosives Act 2003*
- *Work Health and Safety Act 2011*
- *Disability Standards and the Disability Discrimination Act 1992*
- *Building Codes of Australia*
- *Mumbulla School Purchasing policy*

3. Security

The school buildings are protected by the following measures:

- The installation and regular maintenance of a monitored alarm and smoke detector system managed by Onwatch Security.
- Two staff members will be on call up to 9pm to investigate disturbances monitored and reported by Onwatch Security. After 9pm a Twofold Security guard will attend the property. A Twofold Security guard will attend any reported or monitored disturbance during holiday periods.
- All staff will be issued with a unique PIN for the alarm system. They will be given instructions on the proper use of the school's alarm system, including the need to notify Onwatch Security of any after hours usage of the school.
- An informal system of neighbourly watchfulness will be encouraged. There are many Mumbulla School families who live close to the school who keep an informal watch for mischievous or malicious acts of vandalism.

4. After Hours Use

Any after hours use of the school's premises and buildings by non-school groups must abide by and agree to the conditions set out in *Attachment B: Hire of School Facilities*. Users will be given a copy of this information when they book with the office. They will also be asked to sign *Attachment C: Hire of School Facilities / Equipment* form which is held in the office.

5. Access to Premises

The school will ensure access to all building and premises as outlined in the *Disability Discrimination Act 1992 – Section 23* (See *Attachment D: Excerpt*)

ATTACHMENT A
ON AND OFF SITE EDUCATIONAL FACILITIES AND ZONE MAP (Hard Copy)

On-site buildings:

- **The lower school** (K-2) is housed in one building.
 - 2 Kindergartens with their own garden & play area and own access. They also have a back gate for use in emergency situations. They have their own toilets and hand washing area and each has its own kitchen/wet area.
 - Classes 1 & 2 share a boys, girls & adult toilet. They each have their own access which includes a ramp for disabled access. They each have their own wet area.
- **Zone B** of the school is comprised of 2 separate buildings joined by a roofed courtyard and houses Class 5 with staff kitchen, staff room, numeracy room and front office/reception.
 - Staffroom has 2 exits and a hand basin with access to the courtyard.
 - The numeracy room is housed in this building. It has air conditioning. There is also a small room attached for our College Executive person and front office support.
 - Class 5 room has a skylight for added natural light and has a verandah for the children's use. They have heating for winter and fans for summer.
- **Zone C** of the school is comprised of 2 buildings the rear building houses class 3 and 4, the building at the front of the school houses Craft and Administration Offices..
 - Classes 3 & 4 share this building each having their own room. They have a shared verandah, ramp for disabled access, heating in winter and fans and air conditioners for summer. They each have a storeroom, and a small wet area/kitchen. They both have 2 exit points.
 - Craft and Administration share this building with an adjoining door. There is a disability ramp at the front of the building and disabled toilet in the administration office area. Both areas have air conditioning for heating and cooling. There are 2 exit points for both areas.
- **Zone D** of the school is comprised of 1 building which houses Playgroup, Extra Lesson and a parent Lounge area.
 - Playgroup is at the rear of this building. They have a verandah at the back of the building and a ramp for disabled access at the front, heating in winter and fans for summer. They have a storeroom, and a wet area and kitchen. They have 2 exit points.
 - Extra Lesson and the parent lounge area are at the front of the building with an adjoining door to playgroup. There is a disability ramp at the front of the building, heating in winter and fans for summer. There are 2 exit points.
- **Zone E** of the school is comprised of 2 buildings which house Hall, Music room, Library, Class 6, Literacy Support and a kitchen.
 - The Hall and music room share the building toward the western boundary. They have an amphitheatre at the front of the building and a ramp for disabled access toward the eastern end, air conditioning for heating in winter and fans for summer. They have a ground floor storeroom as well as two attic storage areas accessed by attic ladders. They have 2 exit points.
 - The library, Class 6, literacy support and the kitchen share the building toward the eastern boundary. The Library has a covered verandah area. The Library, Class 6 and Literacy support have air conditioners for heating and cooling and ceiling fans for air movement. Class 6 has a storage room and a bag room. There are 2 exit points for these areas. The kitchen is semi commercial fitted with non slip flooring and 2 exhaust systems.

Off-site facilities:

- **Local Halls.** These are accessed occasionally for one-off basis at need. All are within walking distance of the school, are well-maintained by their respective committees and all require sighting of the school's public liability policy in order to be hired. Includes Bega Valley Scout Hall, Bega Showground pavilion & the Masonic Hall.
- **Swimming Pool.** Used weekly in Term 1 for all classes to provide swimming familiarization and water activities for all classes. In Term 4, Class 2 & 3 attend the pool for a 9-day intensive swimming programme run by qualified Auswim instructors.
- **Sports fields/tennis courts.** These are accessed once a week by Classes 5 & 6 to play a range of sports including soccer, softball, cricket and tennis. For 5 weeks per term, this is for Interschool sport. All fields are well-maintained and within walking distance of the school.

ATTACHMENT B

Hire of School Facilities

Areas and Equipment Available For Hire

1. Main Hall seating approximately 200 people with chairs
2. Amphitheatre seating approximately 200 people
3. Kitchen area for serving food (includes crockery, cutlery, fridge, freezer, stove, urns, dishwasher and double sinks).

Hall, Amphitheatre and Kitchen hire includes access to male, female & disabled amenities adjacent to the Hall.

4. Classrooms – in school holidays only
5. Whole School Hire – by negotiation

Classroom hire includes access to male, female & disabled amenities in the toilet block near to the front office.

Availability

- Facilities are not available Monday - Friday during school hours (8.30 – 3.30pm) except with prior arrangement.

2012 Hire Fees

Items for Use Fee (excluding GST)

1. **Main Hall** (including amphitheatre)
 - Calculated from beginning of set up to end of clean up - minimum 1 hour hire
 - \$20.00/hour
 - \$120.00/day (8am – 5pm) Calculated from beginning of set up to end of clean up.
 - Not for profit groups may apply for a reduced fee of \$80/day.
 - Events not run by the school but directly related to the school curriculum as determined by the College of Teachers may be reduced to 50% of the regular rate.
 - An additional charge of 5% of profits will apply to large, profit-making events.
2. **Kitchen**
 - Calculated from beginning of set up to end of clean up - minimum 1 hour hire.
 - \$20/hour which excludes consumables - tea, coffee, milk, etc, for use with Hall hire.
 - A set fee of \$20 for use of kitchen for morning tea, etc when the kitchen is not the main hire.
3. **Amphitheatre (on its own)**
 - Calculated from beginning of set up to end of clean up - minimum 1 hour hire
 - \$10.00/hour
4. **Classrooms (Holidays Only)**
 - Calculated from beginning of set up to end of clean up - minimum ½ day hire
 - \$30.00 per half day
 - \$45 per whole day
 - Classrooms require extra consideration in clean up – desk set up, respect for classroom equipment.

A deposit of 10% is required to secure your booking.

This is also a deposit for the key. If the User fails to return the key, this deposit will be retained by the school.

Cleaning Fee (if needed)

- \$120.00 (minimum) charged if Hall, Kitchen or equipment is not left in clean condition.

Conditions of Hire of School Facilities

1. General Conditions and Restrictions:

- Not available during school hours (8.30 - 3.30). Set up of Hall or Kitchen during school hours for after hours use may be negotiated at time of booking.
- Mumbulla School for Rudolf Steiner Education Ltd reserves the right to decline any Hall or other school facility usage application.
- Usage of the Hall is generally restricted to the immediate vicinity and is considered separate from the School grounds and buildings.
- Users must ensure that children are supervised AT ALL TIMES, especially in relation to Playground equipment and whether inside or outside the Hall.
- No alcohol is to be served or consumed on School premises at all. All Australian schools, by law, are alcohol free.
- Smoking is not permitted within the building and the grounds are part of a "Smoke Free" area. All Australian schools, by law, are smoke free.
- Barbecues are not permitted in the buildings, including the deck areas.
- If carpets require a special clean, the User will be responsible for the cost of cleaning.
- No stilettos or spiked shoes are to be worn in the Hall or Amphitheatre.
- Nothing is to be attached to any walls with nails, tacks or pins, except on the display boards.
- Hired equipment is to be left in the condition it was before hiring.
- The User to be considerate of the school's neighbours, including arriving and leaving the school grounds.
- All breakages must be reported to the front office within 24 hours, during business hours and paid for in full.
- Any serious damage or injury should be reported to staff immediately – (the school's phone number if during business hours or the Hire Coordinator (see Hire Form)).
- The User accepts responsibility for the security of the School grounds and premises during the usage period, including preparation and clean up periods. The building must be locked at all times when the User is not in attendance.

2. Legal Requirements

- All Users must provide a photocopy of their Certificate of Currency for Public Liability Insurance cover before a key is given. For individuals who hire, a one off cover can usually be easily obtained from your existing home insurance company for a nominal fee.
- It is the User's responsibility to ensure that those in attendance are familiar with the Fire Evacuation Plan and that all designated fire exit doors are set in the open position and that access to them is unhindered at all times.
- The User agrees to indemnify and hold blameless Mumbulla School for Rudolf Steiner Education and its members for any action or omission causing death, bodily injury or damage to property brought about by any person as a result of negligence.
- The User agrees to ensure that the use of any sound recordings is lawful, as premises are not licensed for the performance of protected recordings under the Australian Copyright Act.
- Equipment used by the User or the User's agents must be suitable for the purpose intended and must comply with the relevant Australian Standard.
- Noise levels must not be such as to affect neighbours.
- Restrictions around alcohol and tobacco use are as follows (from the *Drugs in Schools Policy* from the Department of Education):
 - Alcohol must not be consumed or brought to school premises during school hours. This includes employees, students and visitors and other people who use school premises.
 - The consumption of alcohol is not permitted at any school function at any time when school students, from any school, are present.
 - Community groups may be permitted to consume alcohol on school premises *in some circumstances by prior arrangement* with the school.
 - Smoking on school premises, including school buildings, gardens, sports fields and car parks, is prohibited. This includes students, employees, visitors and other people who use school premises, including community groups.

Procedures for Hire of Facilities & Equipment

1. Initial Procedure

- The User will enquire about a booking. The Hire Coordinator will take their information and give them/send out a Hire of School Facilities form.
- The User will fill in the School Facilities Booking form and return to the School. The Hire Coordinator will assess the request for any potential issues including identifying risks, special needs or concerns.
- The request will be taken to the College Executive for approval where the decision needs further consideration. It may take up to a week for approval to be granted or denied.
- Once the Hire request has been approved, the User will need to meet with the Hire Coordinator for orientation. This will include going through the Conditions of Hire, location of equipment and facilities, any special considerations, access and keys, location of cleaning equipment, bins and recycling areas.
- A key and temporary security code will be made available to the User prior to use along with relevant instructions.
- After the hire is completed, the Hire Coordinator will check the condition of premises for cleaning and damage. If there are any issues, the Hire Coordinator will contact the User to discuss remediation and/or extra costs.
- Balance of payment is due after the conclusion of the event.
- The key must be returned within 24 hours of the conclusion of the event or the next school day. Failure to do so may result in forfeiture of the 10% deposit.

2. Clean up

- Cleaning equipment is stored in the cleaning store cupboard next to the Hall toilets. All equipment should be put back in the store cupboard once cleaning is complete.
- All chairs, tables etc are to be returned to position, floors vacuumed and/or mopped, unless other arrangements have been made prior to the workshop.
- Kitchen must be left clean
 - all dishes run through dishwasher and put away
 - all sinks and surfaces wiped clean
 - floor swept and mopped
 - food to be removed from fridge
 - compost buckets to be emptied and given to chooks or taken home
- Rubbish removed and placed in appropriate bins.
- All lights, heaters and fans switched off.
- Hall curtains are left as found
- All windows and doors secured prior to leaving
- Set alarm.

3. Reimbursement for Damages and Cleaning

- Any loss, breakage or damage to equipment or premises by any means will be assumed to be the responsibility of the User and will be invoiced accordingly. If regular wear and tear of the equipment is shown to have occurred, the school will bear the cost. This will be determined by independent qualified tradespeople in the particular field.
- The premises will be inspected following the usage. If the premises are not left in a clean condition, a minimum amount of \$120 (exclusive of GST) is payable as a cleaning fee. The User will be notified immediately and any remedial work will commence immediately, either by the User with the agreement of the School or by the School's contractor. Any costs will be invoiced to the User and must be paid in full within 7 days of receipt.

Thank you, we hope your visit to Mumbulla School is mutually respectful and productive.

For emergencies, access issues or to report any damage or injury, please call the Hire Coordinator. Please see your Booking form for the Hire Coordinator's contact details.

ATTACHMENT C**Hire of School Facilities / Equipment***Hirers' Information*

Name of Organisation/Group

Name of Contact Person(s)

Postal address

Telephone

Mobile

Fax

Email

Date of application

Facilities Required

Hall (includes toilets)

Yes / No

(Cross out item if not required)

Chairs

Yes / No

Kitchen (includes toilets)

Yes / No

(Cross out item if not required)

Cutlery/Crockery

Yes / No

(Cross out item if not required)

Fridge/Freezer

Yes / No

(Cross out item if not required)

Classroom (specify which one)

Yes / No

Proposed Dates:

Hours of use (please include set up & pack up time)

Set up (start time):

Pack up (finish time):

Start time of event:

Finish time of event:

Cost of Hire (_____/hour, OR \$ _____/day)

No. of hours:

No. of Days:

Cost:

Total Amount:

Please describe your intended use:

eg. Parent Education seminar, other presentation, music performance (please specify genre), theatre performance. A copy of the material to be performed may be requested.

Acceptance of Conditions of Hire

Mumbulla School for Rudolf Steiner Education reserves the right to cancel any bookings at any time.

I have read and agree to the Conditions of Hire as outlined and undertake to observe the terms and conditions therein.

Signature

Name (please print)

Date

Return completed form to: Mumbulla School for Rudolf Steiner Education

Postal address: PO Box 790 Bega, NSW 2550

Fax : 02 6492 5415

Email: eduadmin@mumbullaschool.com.au

Office Use Only

Hire Coordinator: _____

Contact details: _____
(for emergencies, access issues and to report damage or injury)

Date Application Received		
Approved	Yes / No	Approved by:
Notification of Approval	Yes / No	Date:
10% Deposit Received (this is also a bond for key)	Yes / No	Date:
	Amount:	Receipt No:
Balance received	Yes / No	Date:
	Amount:	Receipt No:
Copy of Insurance Certificate provided	Yes / No	
Security Code provided	Yes / No	

Other Information

ATTACHMENT D
Excerpt from *DISABILITY DISCRIMINATION ACT 1992*

Section 23
Access to premises

- (1) It is unlawful for a person to discriminate against another person on the ground of the other person's disability or a disability of any of that other person's associates:
- (a) by refusing to allow the other person access to, or the use of, any premises that the public or a section of the public is entitled or allowed to enter or use (whether for payment or not); or
 - (b) in the terms or conditions on which the first-mentioned person is prepared to allow the other person access to, or the use of, any such premises; or
 - (c) in relation to the provision of means of access to such premises; or
 - (d) by refusing to allow the other person the use of any facilities in such premises that the public or a section of the public is entitled or allowed to use (whether for payment or not); or
 - (e) in the terms or conditions on which the first-mentioned person is prepared to allow the other person the use of any such facilities; or
 - (f) by requiring the other person to leave such premises or cease to use such facilities.
- (2) This section does not render it unlawful to discriminate against a person on the ground of the person's disability in relation to the provision of access to premises if:
- (a) the premises are so designed or constructed as to be inaccessible to a person with a disability; and
 - (b) any alteration to the premises to provide such access would impose unjustifiable hardship on the person who would have to provide that access.