Student Safety

Essential Services Register

Policy
The college maintains its facilities in accordance with the Amendments to Part 11 of the Building Regulations 1994 (Vic) Act. As the college has buildings predating 1 July 1994 and buildings constructed in the past two years, both regulations are in effect.

Procedure – School Buildings built before 1 July 1994
1. The school will maintain safety equipment, safety fittings and safety measures within existing buildings so that they can fulfill their purpose.
2. The school will maintain exits and paths of travel to exits.

Procedure – School Buildings built after 1 July 1994
1. The school will maintain the building in accordance with the requirements of the occupancy certificate.
2. Maintain records or register of maintenance checks;
3. Complete essential service reports, in accordance with Regulation 11.6, before each anniversary of the date of Occupancy Permit or determination under Regulation 11.4
4. Keep all essential reports and records of maintenance checks on the premises for inspection by the municipal building surveyor at any time on request.

Procedure – Essential Services Register
1. The Principal or their delegate will record maintenance in the essential services register which is to be an electronic file that is backed up.
2. The school maintenance plan is to include the updating of the essential services register.

Version & Review
Version – 1.0
Review – January 2014