



Tanglin Gippsland

Essential Safety Measures Policy

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1 Overview

- 1.1 Tanglin Gippsland buildings and essential safety measures are required to be compliant within the regulatory context of:
- Schedule 4 clause 13 of the Education and Training Reform Regulations 2017 (Vic.), which states that a registered school's buildings, facilities and grounds must comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws.
 - VRQA school registration compliance which requires building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent.
- 1.2 This policy applies to:
- Tanglin Head of Campus (HoC), Property Manager and staff involved in building, facilities and grounds compliance and essential safety measures
- 1.3 external contractors appointed by Tanglin to assist with building compliance and essential safety measures
- 1.4 building, facilities and grounds compliance and essential safety measures records associated with Tanglin.

2 Definitions

- 2.1 *Building Regulations* is defined by The Building Regulations 2018 and Schedule 8 schedules.
- 2.2 *Competent Person* is a person who has acquired, through training, qualification, experience, or a combination thereof, the knowledge and skills enabling the person to perform the task correctly. In the context of this policy that person would need to be competent in inspecting, testing and maintaining essential safety measures.
- 2.3 *Essential Safety Measures (ESM)* is the equipment, infrastructure and processes in place at schools for the safety of the occupants, the property and the surrounding area, as defined in the Building Regulations and includes items such as:
- air handling systems (smoke hazard management)
 - exit doors
 - early warning systems
 - emergency lifts
 - emergency lighting
 - emergency power supply
 - emergency warning systems
 - exit signs
 - fire control centres
 - fire curtains and doors
 - fire extinguishers
 - fire detection and alarm systems
 - fire hydrants
 - fire-isolated stairs
 - fire-rated materials
 - fire windows

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- mechanical ventilation (including cooling towers/hot water systems)
- fire-isolated passageways and ramps
- paths of travel to exits
- smoke alarms
- smoke control systems
- sprinkler systems.

2.4 *Maintenance Determination* is a determination made by the relevant building surveyor under Regulation 215.

2.5 *Maintenance Schedule* is the schedule made by the municipal building surveyor or private building surveyor that complies with Regulation 222.

3 Details

3.1 Tanglin’s buildings, facilities and grounds must meet all legal and health and safety compliance requirements and duty of care.

3.2 Essential safety measure maintenance ensures that every building’s essential safety measure required is provided and continues to perform:

- at the same level of operation that existed at the time as the issuance of a maintenance determination and issue of the building’s occupancy permit.
- at the level of operation required due to any upgrade to the system initiated due to alterations to the building and/or the issue of a maintenance determination and issue of the building’s occupancy permit.

3.3 The Building Regulations require Tanglin to maintain essential safety measures so that they operate satisfactorily.

3.4 Building, facilities and grounds compliance

3.4.1 The VRQA Minimum Standards and Requirements for registration requires that all buildings, facilities and grounds meet all legal and health and safety compliance requirements.

3.4.2 To demonstrate building, facilities and grounds compliance, Tanglin is required to have documented evidence of:

3.5 a permit to operate a school boarding premises on the site

- building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent
- an essential safety measures register
- a maintenance program for buildings, facilities, grounds and essential safety measures

3.6 policies and procedures to ensure compliance with the Occupational Health and Safety Act 2004 (Vic.)

- documentation that reasonable adjustments have been made for students, staff and visitors with a disability.

3.6.1 Documentation relating to buildings, facilities and grounds compliance is to be retained as part of Tanglin’s permanent records.

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3.7 Essential safety measures

3.7.1 Schools are required to execute effective testing and maintenance of essential safety measures, ensuring:

- all essential safety measures are maintained and operating in accordance with the current occupancy permit or maintenance determination
- that all exits and paths of travel to exits are maintained and kept clear of all obstructions
- the safe evacuation of buildings in the event of an emergency
- effective control in the event of a life-threatening situation
- protection of the school’s building and equipment assets in the event of fire
- mitigation of litigation and insurance claim risk.

3.7.2 Essential safety measures responsibility and reporting

3.7.3 Tanglin has a legal responsibility to maintain essential safety measures requirements for the benefit of all who use the building.

3.7.4 The responsibility for ensuring compliance of essential safety measure requirements at Tanglin Gippsland rests with the Tanglin Australia Board.

3.7.5 The Tanglin Australia Board has delegated the day-to-day execution, management and reporting on essential safety measures to the Head of Campus.

3.8 Building types

3.8.1 Building types are defined in the National Construction Code (the Code) – a national technical code adopted by all Australian states and territories, applying to any design and new building work (including in existing buildings), plumbing and drainage work, anywhere in Australia.

3.8.2 While the Code provides a legal framework, the individual states and territories administer the application and administration of the Code, including the issue of permits, approvals, inspections, certificates of occupancy and audits.

3.8.3 In Victoria, schools are required to comply with the essential safety measures defined by building type, age or any maintenance determination, as detailed in the Building Regulations, a subordinate legislation to the Building Act 1993 (Vic.).

3.9 Maintenance and reporting of Essential Safety Measures

3.9.1 The Head of Campus is required to follow essential safety testing, maintenance and reporting measures as detailed in this policy and procedures.

3.10 Building notices and emergency orders

3.10.1 Where the Head of Campus receives a building notice or emergency order from a municipal building surveyor or other government authority the HoC must:

- immediately comply with the notice as this relates to the safe occupancy of a building; and
- forward a copy of the notice to the Tanglin Australia Board

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3.11 Non-compliance

3.11.1 Student and staff safety is a core Tanglin value: failure to effectively maintain essential safety measures could place staff, students and other building occupants at risk.

3.11.2 Under the Building Regulations, it is an offence to fail to:

- maintain any safety equipment, safety fitting or essential safety measure
- maintain an Essential Safety Measures testing and maintenance schedule
- maintain Essential Safety Measure testing and maintenance records
- prepare an Essential Safety Measures report
- retain essential safety records on the premises for inspection.

4 Related Tanglin Gippsland Policies

- Emergency and Critical Incident Management Policy
- Hazardous Substances and Dangerous Goods Policy
- Maintenance Policy
- Occupational Health and Safety Policy

5 Policy Review

5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

5.2 Any significant changes to this policy must be approved by the Board.

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Appendices

Appendix 1

References

[Australian Building Codes Board](#)

[Building Act 1993 \(Vic\)](#)

[National Construction Code](#)

[Victorian School Building Authority](#)

Appendix 2

Building Compliance and Essential Safety Measures Procedures

1. Building, facilities and grounds compliance

- 1.1. The Head of Campus (HoC) is responsible for ensuring that for all campus buildings, facilities and grounds, all legal and health and safety compliance requirements are met and retained as detailed in points 1.2 and 1.3 of this policy.
- 1.2. To demonstrate building, facilities and grounds compliance, the HoC may choose to seek advice from:
 - the Victorian WorkCover Authority, to establish compliance with occupational health and safety requirements
 - the Victorian Building Authority or a local municipal building surveyor, to establish compliance with relevant building legislation, including matters relating to combustible cladding containing expanded polystyrene or aluminium composite panels with a polyethylene core.
- 1.3. Demonstration of the VRQA requirement for school buildings, facilities and grounds compliance also requires the HoC to ensure the school is compliant with:
 - the MACS Emergency Management Plan, including where applicable to the school, compliance with the Bushfire At-Risk Register.
 - The campus Maintenance Policy.
- 1.4. Documentation relating to buildings, facilities and grounds compliance is to be retained as part of Tanglin's permanent records.

2. Essential safety measures for school buildings

- 2.1 The Head of Campus must be fully aware of:
 - his/her responsibilities in managing and operating school buildings
 - the commission date or year of build for each school building or any subsequent action, such as a maintenance determination, which may affect the required essential safety measures for the building
 - his/her responsibilities in the ongoing testing and maintenance of essential safety measures in the school's buildings.

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3. Identifying Essential Safety Measures

3.1 For buildings constructed prior to 1 July 1994, the applicable essential safety measures were listed in the building regulations. The campus may need to engage suitably qualified and competent persons to establish the essential safety measures and outline a level of maintenance. In some instances, this may involve detailed inspection and research of historical documentation to establish the essential safety measure and frequency and type of maintenance.

3.2 For buildings constructed after 1 July 1994, the required essential safety measures should be listed on the occupancy permit, including the level of performance that is to be maintained. Where an occupancy permit was not required, the building surveyor should have provided written advice.

4. Requirements for buildings – Essential Safety Measures

4.1 Buildings should have a list of essential safety measures and performance levels, type and frequency of maintenance required included with the building’s occupancy permit, certificate of final inspection or maintenance determination, including requirements for:

- building fire integrity
- means of egress
- signs
- lighting
- firefighting services and equipment
- air handling systems
- automatic fire detection and alarm systems
- occupant warning systems
- lifts
- standby power supply systems
- building clearance and fire appliances
- other essential safety measures
- building use and application.

4.2 The Head of Campus is responsible for:

4.2.1 preparing an essential services testing and maintenance plan in accordance with the requirements of the building’s occupancy permit or certificate of final inspection

4.2.2 executing essential safety measures testing and maintenance, in accordance with the building’s occupancy permit or certificate of final inspection

4.2.3 preparing an annual essential safety measures report

4.2.4 maintaining all reports and records of maintenance checks, safety measures and repair work on the campus

5. Essential safety measures testing and maintenance

5.1 The carrying out of testing and maintenance procedures on essential safety measures is dependent on the complexity of the service and the experience of the person carrying out the inspection.

5.2 Essential safety measures testing and maintenance may be conducted by the service installer, an external contractor or the Property Manager.

5.3 The Head of Campus may appoint a person suitably qualified and experienced in the testing or maintenance they are required to perform, once the HoC has determined that the person engaged to carry out that task is competent to do so.

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5.4 Where the HoC appoints a person to undertake the testing or maintenance, they must ensure that the work meets the minimum standards required for the nature of the test or maintenance undertaken, as detailed in the Building Regulations.

6. Building notices and emergency orders

6.1 Where the Head of Campus receives a building notice or emergency order from a municipal building surveyor or other government authority the HoC must:

6.1.1 immediately comply with the notice as this relates to the safe occupancy of a building;
and

6.1.2 forward a copy of the notice to the Tanglin Gippsland Board.

6.1.3 maintain a register to record all building notices and the associated actions.

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