

PURPOSE

This policy will provide guidelines for Ascot Kindergarten to plan, conduct, monitor and evaluate safe and appropriate activities in relation to working bees and maintenance at the service.

POLICY STATEMENT

1. VALUES

Ascot Kindergarten is committed to:

- maintaining the building and grounds to ensure a secure, safe, clean and attractive environment for all children and anyone else entering the premises
- maintaining a valuable learning environment for the children.
- keeping costs to a minimum by asking parents/guardians to complete tasks that do not require a qualified trades person at working bees
- removing or reducing any risks to health and safety whilst persons are engaged in working bee tasks including children who may be in the company of parents during working bees and other tasks
- utilising parent/guardian time and skills offered at working bees/other maintenance tasks in a positive, productive and efficient manner.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others coordinating or attending Ascot Kindergarten for the purposes of a working bee and maintenance of the service.

3. BACKGROUND AND LEGISLATION

Background

Lease Agreement and Schedules

Victorian Rail Track are the owners and head landlord of the premises at 1 West St, Ascot Vale. The premises are currently under lease to the landlord, Moonee Valley City Council, for a period of 5 years, pursuant to a deed of renewal. A sub lease is in place between Moonee Valley City Council and Ascot Kindergarten Inc. The Head Lease and Sub Lease **agreements** set out the landlords' and tenants obligations in relation to maintenance, cleaning and alterations to the premises. The *Maintenance Responsibility Schedule*, as recorded in the most recent lease renewal, outlines the roles and responsibilities for maintenance of Ascot Kindergarten (refer Attachment 1). All maintenance issues should first be referred to the Moonee Valley City Council (MVCC) maintenance officer as council will perform a varied range of tasks, some of which are not outlined in the schedule. Responsibility for cleaning at the service is undertaken by contractors employed by Moonee Valley City Council. Moonee Valley City Council provides a schedule to the kinder in relation to cleaning responsibilities.

Note: Sand and tan bark are provided by MVCC as part of our ongoing lease agreement and are delivered at regular intervals throughout the year.

Installation of Fixed Structures

Installation of fixed structures such as decking, large playground equipment and sheds may require approval from either MVCC or Victorian Rail Track. The Committee of Management must ensure all

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fixed and permanent structures are installed by a licenced and qualified tradesperson to ensure future accountability and compliance with all regulations. Records of works, including quotes and compliance certificates, must be completed and stored in the kinder office files for future reference.

Potential Hazards

Please refer to the Occupational Health and Safety folders in the office files, for the kinder Soil Management Plan and the Asbestos Risk Assessment report. These documents must be referenced if any scheduled tasks may include exposure to soil or works in areas where asbestos may be located (as noted by existing signage).

Legislation and standards

Relevant legislation and standards include but are not limited to:

Education and Care Services National Law Act 2010:

Education and Care Services National Regulations 2011

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Insurance

The Ascot Kindergarten insurance policy covers volunteer workers engaged in voluntary work and/or activities organised and/or authorised by and under the control of the Ascot Kindergarten including direct and uninterrupted travel to and from such work and/or activities. Volunteers undertaking work on behalf of, and with the approval of the **Approved Provider, Persons with Management and Control** or the **Working Bee Co-ordinator/Maintenance Officer** are indemnified as to their personal liability, similar to employees of the Ascot Kindergarten.

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Hazard: Hazard means the potential to cause injury, illness or disease

Hazard Management: Describes a structured process of hazard identification, risk assessment and control aimed at providing safe and healthy conditions for employees, contractors and visitors whilst on Ascot Kindergarten premises or whilst engaged in Ascot Kindergarten endorsed activities

Risk: Risk is the chance (or likelihood) that a hazard will cause harm to people

Risk Assessment: Is the process for developing knowledge and understanding about hazards and risks so that sound decisions can be taken about the control of hazards. Risk assessment assists in determining what levels of harm may occur, how harm can occur and the likelihood that harm will occur.

Volunteer:: A person approved by the **Approved Provider, Persons with Management and Control** or the **Working Bee Co-ordinator/Maintenance Officer**, who without payment or reward, voluntarily engages in work for Ascot Kindergarten. Volunteer workers may be community members who assist in working bees and other fund-raising activities or in many other capacities.

Working Bee: (In relation to this policy) a **working bee** is when all parents/guardians are asked to attend the Kindergarten to assist in doing any gardening or any minor works, including certain cleaning jobs within the building which do not require professional tradespeople.

5. SOURCES AND RELATED POLICIES



Ascot

Kindergarten

Sources

- *Job Safety Analysis Worksheet*
https://www.worksafe.vic.gov.au/documents/search?queries_title_query=job+safety+analysis
- *Manual Handling Factsheets:*
https://www.worksafe.vic.gov.au/documents/search?search_page_203572=&queries_title_query=manual+handling

Service policies

Administration of First Aid Policy

Code of Conduct Policy

Dealing with Medical Conditions Policy

Emergency and Evacuation Policy

Food Safety Policy

Hygiene Policy

Incident, Injury, Trauma and Illness Policy

Occupational Health and Safety Policy

Participation of Volunteers and Students Policy

Road Safety and Safe Transport Policy

Sun Protection Policy

Water Safety Policy

PROCEDURES

The Committee of Management will set the number of working bees held each year and the dates they will be held, based on the identified need.

The Working Bee Co-ordinator/Maintenance Officer is responsible for planning and coordinating the working bees, in conjunction with staff and other committee members. Planning and risk assessment should be discussed at a committee meeting to enable the Working Bee Co-ordinator to allocate additional tasks and responsibilities where required. The Occupational Health and Safety Officer will assist the Working Bee Co-ordinator in planning the working bee in order to ensure a safe environment.

The Approved Provider, Persons with Management and Control and the Working Bee Co-ordinator/Maintenance Officer are responsible for:

- ensuring a safe and healthy environment is maintained for all employees, parents/guardians, volunteers and children who attend the working bee
- identifying any potential risks and any appropriate controls required to mitigate those risks
- ensuring at least one volunteer in attendance on the day holds a first aid certificate

The Working Bee Co-ordinator/Maintenance Officer is responsible for:

Prior to the working bee:

- consulting relevant service policies when planning a working bee
- consulting with staff and committee of management to confirm the jobs/tasks that require completion during the working bee
- preparing a job safety analysis worksheet in preparation for completion by working bee participants (if required)
- ensuring controls are planned to mitigate any potential risks identified
- promoting the working bee to the kinder community in a variety of ways including email, notices near the sign in book and posters.



- determining duties that will be assigned and communicate appropriately including any requests for volunteers to provide their own tools.
- notify parents/guardians that children are welcome to attend however will be the sole responsibility of the parents/guardians and must be supervised at all times
- ask person/s to assist with the following on the day (as required)
 - Induction/Safety
 - Food/Drinks (refer to *Food Safety Policy and Hygiene Policy*)
 - Waste Management.

On the day of the working bee (Note: Tasks may be delegated to another volunteer)

- ensure volunteers register their attendance and undertake an induction to ensure a safe workplace and the success of the working bee (See *Volunteer Occupational Health and Safety Induction Checklist* (Attachment 2) and *Working Bee Attendance and Induction Checklist* (Attachment 3)).
- provide general guidelines on how the working bee will run
- familiarise volunteers with their environment and any potential hazards and risk controls
- provide a list of jobs to be undertaken and request volunteers to report progress/completion of assigned tasks to the appropriate person
- for appropriate tasks the maintenance officer will provide a job safety analysis worksheet and will implement appropriate controls to mitigate any risks identified
- ensure volunteers are asked to sign off attendance sheet prior to departure
- in the event of an emergency or illness the following policies should be adhered to:
 - *Emergency and Evacuation Policy*
 - *Incident, Injury, Trauma and Illness Policy*.
- complete a summary of tasks completed and a review for future reference ie: suggestions for changes, challenges encountered. This should be filed in the office files for future reference.

Volunteers are responsible for:

- ensuring they register their attendance when they arrive and sign off their attendance when they depart
- ensuring they complete the induction process before undertaking any tasks
- reporting any hazards/incidents/near misses or injuries to the Maintenance Officer/Working Bee Coordinator in charge on the day
- ensuring they conduct themselves in a safe and healthy manner whilst at the working bee
- ensuring if their child/ren are in attendance they are supervised at all times
- ensuring the indoor and outdoor environment is left in a clean and tidy manner at the end of the working bee

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required



- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (in line with the requirements under Regulation 172 of the National Regulations for policies mandated by law and would be considered best practice for all policies and procedures),
- This is unless a lesser period is necessary because of a risk.

ATTACHMENTS

ATTACHMENT 1: Maintenance Responsibility Schedule – as per current schedule provided by MVCC

ATTACHMENT 2: Volunteer Occupational Health and Safety Induction Checklist

ATTACHMENT 3: Working Bee Attendance and Induction Checklist

AUTHORISATION

This policy was adopted by the Approved Provider of Ascot Kindergarten on 18 September 2018.

Review date: July 2019

Volunteer Occupational Health and Safety Induction Checklist

Date: _____

Introduction	
	Car Parking
	Familiarisation with environment eg: toilets, kitchen, location of tools
	Overview of working bee operations and tasks
Meet Key People	
	Working Bee Co-ordinator
	First Aid officer
Health and Safety	
	First Aid – location and procedure
	Roles and responsibilities eg: who to report to
	Occupational health and safety eg: manual handling, working at heights
	Information on hazards or controls in place
	Process for reporting hazards, incidents, near misses or injuries
	Location of protective equipment
	Location of fire extinguishers and fire blankets
	Emergency procedures including evacuation point
Job Specific	
	On the job training in safe work procedures eg: how to do a job
	Advice on specific job-related hazards and methods of control
	Supervise and check understanding

