



Control of Works Policy

Purpose of policy:

It is the employer/management's responsibility and commitment to provide as far as is reasonably practicable a safe working environment without risk to the health of all its employees, families, contractors, and others.

Whenever maintenance, remediation, and other similar work is performed, there is the potential for harm to people and the environment, damage to equipment, and property. An effective Control of Work process provides a work environment that allows tasks to be conducted safely and without unplanned closures, injuries, or damage to the property or equipment.

Plan the work:

- All identified roles within the Control of Work procedure have defined responsibilities.
- All persons involved in the Control of Work process are competent to conduct their roles and hold relevant certifications where required.
- Planning and scheduling of work, identifying individual tasks.
- Insurance certificates and method statements/risk assessments will be requested from the suitable persons before any work is undertaken.

Assess and manage the risk:

- Before conducting non-routine work that involves confined space entry, work on electrical work, work in playrooms, or other areas that disturb the children, or any other work that may cause disruption, will be conducted outside the nursery's operating hours.

Control of work:

- Only suitable person/persons who are competent and hold relevant certifications, where required, to conduct their roles will be appointed to perform the work.
- The nursery will be left in a safe condition on completion.

Stop unsafe work:

- Everyone must stop unsafe work.
- This policy applies equally to visitors, employees, and contractors regardless of their position, level, or function.

Planning and Scheduling:

Irrespective of whether the work is routine or non-routine, the person responsible for planning the work shall allow time for the following actions for the safe execution of the work.

- a) Define the scope of work.
- b) Identification of competent person/s to complete the work.
- c) Review associated procedures, insurance certificates & risk assessments

Planning and Scheduling (CONT):

d) Define any Regulatory requirements, such as introducing no hazards.

e) Inspection of the works

f) Implementation of control measures

Improvement

As part of the continuous improvement of Little Dreams Nursery's Control of Work processes, any required improvements shall be incorporated into the following.:

a) Procedures and Documentation; and

b) Control of Work communications.

All persons involved in the Control of Work process should take an initiative-taking approach to the improvement process.