|  |  |
| --- | --- |
| **Purpose** | Service users, staff and people spending time at the organisations facilities are provided with a suitable and accessible physical environment. All facilities are fit for their purpose. |
| **Scope** | All buildings services are provided in or from. |
| **References** |
| **Legislation** | [Electricity (Safety) Regulations 2010 – sect 26](http://www.legislation.govt.nz/regulation/public/2010/0036/latest/DLM2763650.html?search=ts_regulation_Electricity_resel&p=1)NZS 8134:2008 Health and Disability Services Standards[The Building Act 2004](http://legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html) |
| **Guidelines** |  [Auckland City Council Consents](http://www.aucklandcouncil.govt.nz/EN/ratesbuildingproperty/consents/Pages/home.aspx)[Bathroom and Toilet Hygiene in the Home](http://www.ifh-homehygiene.org/factsheet/bathroom-and-toilet-hygiene-home)[Building Warrant of Fitness](http://www.dbh.govt.nz/building-warrant-of-fitness-guide) [Energy safety](http://www.energysafety.govt.nz/consumer/safe-living-with-electricity)[Guide to hot water cylinder temperatures](http://www.econation.co.nz/hot-water-temperature.html#.U8dIbtSN1pg) |
|  |
| **Name of service policies/****procedures** | Asset ManagementHealth and Safety ManualSmoke free EnvironmentEmergency and Security Systems |

|  |
| --- |
| **Buildings and Property**  |
| **The service will comply with the relevant building codes and requirements.****It will maintain a Building Warrant of Fitness (BOF) or provide evidence that a BOF is not required.** |

**Safety**

**Manager/CEO & staff**

**Building requirements**

**Equipment**

* All equipment will be purchased from reliable sources.
* Only registered trades people will install/repair equipment.
* Service users will have orientation to equipment they will be using.
* Staff will be oriented to all equipment during their induction process.
* Equipment will be calibrated in line with the maintenance log.
* Required adjustments will be made for service users with disabilities ([Homes without Barriers](https://www.branz.co.nz/hwb)).
* Rental or property purchases consider amenities for service users with physical disabilities.
* Consideration is given to ensure that the facility complies with infection prevention and control requirements when purchasing/renting a new building or renovating.

[**Bathroom, Toilets**](http://www.ifh-homehygiene.org/factsheet/bathroom-and-toilet-hygiene-home) **&**

**Laundry and Kitchen**

**External Areas**

**Interior**

* Furniture will be made from safe material and of an acceptable quality.
* Soft furnishings are easy to be cleaned.
* Windows are able to be secured.
* The outside will be maintained to manage fire and injury risks.
* Service users will have the opportunity to establish and/or maintain a vegetable garden.
* Decks and entrance steps are safe and of a non-slippery surface.

Are made from material that can be cleaned in line with infection prevention and control practices (examples):

* Tiles, plastic, metal, formica, acrylic, ceramic, lino.

**Access to Toilet, Shower and Bathing Facilities**

**Manager/CEO**

**Showers**

**Toilets**

……… showers are available to ….... service users.

Shower rooms

* Can be locked.
* Can be accessed by staff in case of an emergency.
* Have a non-slip floor.
* One shower is accessible to service users requiring mobility aids.

There is a separate staff shower.

There are ……… toilets for ………. service users.

Toilets

* Can be locked.
* Can be accessed by staff in case of an emergency.
* Have a hand wash basin.
* Are unisex or gender specific.
* One toilet is accessible to service users requiring mobility aids.

There are separate staff and visitor toilets.

**Cleaning and Laundry**

**Wash Basins**

Cleaning schedules and laundry processes are included in the Infection Prevention and Control Manual/Plan.

* Some service will store cleaners and laundry chemicals in a locked cupboard.
* Internal audits are implemented (refer to quality plan) to assess the effectiveness of the cleaning and laundry processes.

Wash basins are available in:

* Each toilet.
* Shower/bath rooms.
* Kitchen.
* Staff toilet/shower.
* Room where medication is administered from.

**Water Temperatures**

[Water temperatures](http://www.econation.co.nz/hot-water-temperature.html):

* Will be 45°-55°.
* Will be measured weekly.



**Personal Space/Privacy**

**Manager/CEO/ staff**

**Bedrooms**

**Personal Space/Privacy**

* All bedrooms are single – unless a clinical justification indicates otherwise and the service user agrees to the arrangement.
* Windows have curtains.
* Staff will knock on the doors prior to entering.
* Visitors cannot enter service user’s bedrooms without their permission.
* Service users have access to their bedrooms at all times.
* Service users have the opportunity to store their possessions safely (examples: lock their bedroom door, have a lockable cabinet).
* Service users using mobility aids are able to move safely around their personal space/bed area.
* All bedrooms have windows that provide natural light.

Service users:

* Have a phone available in an area where calls can be made in privacy.
* Have access to meet visitors in an area where privacy is ensured.
* Have one-to one or meetings with service providers in privacy.
* Photographs/videos cannot be taken without the service user’s written permission.
* Photographs/videos cannot be published without the service user’s written permission.

**Communal Areas**

**Personal Items**

* Staff will not use any of the service user’s possessions such as mobile phones, cameras, radios etc.
* Staff will not remove service user’s possessions without discussing this with the service user.
* Service users are responsible for their possessions.

Are available for:

* dining
* recreation
* meditation/contemplation
* work
* sports
* sensory modulation

[**Ventilation and Heating**](https://www.energywise.govt.nz/at-home/3-essentials/)

**Manager/CEO**

**Heating**

**Ventilation**

 [Room temperatures](http://www.energywise.govt.nz/your-home/heating-and-cooling):

[Types of heather](https://www.energywise.govt.nz/at-home/heating-and-cooling/types-of-heater/)

 [Ventilation guide](http://www.energywise.govt.nz/your-home/ventilation)

[Tackling dampness](http://www.energywise.govt.nz/energyspot/episode-18/dampness-in-your-home)



|  |
| --- |
| **Building and Property Maintenance** |
| All staff will be familiar with the location of the fuse box, water main and hot water cupboards.Service users are provided with information how to access maintenance support. |

**Repairs**

**Urgent Repairs**

**Routine Maintenance**

**Manager/staff**

**Staff on duty/service users**

**Manager**

* Staff will contact the …….. once the need for repairs are identified.
* The approved suppliers will be contacted to arrange the repairs being done.
* Is carried out according to the maintenance log.

* Inform the staff on duty.
* Staff on duty will contact the approved suppliers to arrange. repair.

Follow the Health and Safety processes if it is a health and safety issue

**Approved Repair and Maintenance Services**

|  |
| --- |
| **Electrician** |

**Name:**

**Contact:**

|  |
| --- |
| **Plumber 24/7** |

**Name:**

**Contact:**

|  |
| --- |
| **Building Work/Painting** |

**Name:**

**Contact:**

|  |
| --- |
| **Odd Jobs** |

**Name:**

**Contact:**

|  |
| --- |
| **Fire Equipment** |

**Name:**

**Contact:**

|  |
| --- |
| **Locksmith** |

**Name:**

**Contact:**

|  |
| --- |
| **Glazing** |

**Name:**

**Contact:**

|  |
| --- |
| **Power Supplier** |

**Name:**

**Contact:**

|  |
| --- |
| **House Alarm** |

**Name:**

**Contact:**

|  |
| --- |
| **Telecommunication** |

**Name:**

**Contact:**

|  |
| --- |
| **Information Technology** |

**Name:**

**Contact:**

# Hammer, Wrench, Repair, Work, Industry

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
|  |  |
|  |  |
|  |  |