BR 46/2003

EDUCATION ACT 1996

1996 : 22

THE EDUCATION (TUTORIAL SITES) RULES 2003

The Minister, in exercise of the powers conferred upon him by section 8(2)(ee) of the Education Act 1996, makes the following Rules:—

Citation

1 These Rules may be cited as the Education (Tutorial Sites) Rules 2003.

Interpretation

2 In these Rules "operator" means the operator, or other person in charge, of a tutorial site.

Buildings and equipment

3 The operator shall ensure that —

(a) there is adequate space for each child attending the tutorial site;

(b) the floor, walls, ceiling and furnishings are sound, clean and kept in good repair at all times;

(c) floors used by the children are non-slippery, smooth, free from cracks, splinters and sharp or protruding objects and any other safety hazards;

(d) rooms are free of mold and dampness;

(e) carpets are cleaned frequently and maintained in good repair;

(f) storage is provided for educational materials and personal belongings;

(g) chemicals and medicines are kept in locked cabinets; and

(h) a working telephone is available on the premises.

Workstation

4 The operator shall ensure that —

(a) the workstation for each child is of a suitable size to allow for moving, stretching and changing of posture, and is of suitable stability to minimize stress and strain on the body;

(b) each child has a minimum of three feet of work space;

(c) the height of the workstation is proportionate to the size of the child to prevent back strain and other health hazards;

(d) where computers are a part of the work station they are positioned directly in front of the child and have a minimum of 4 1/2 feet additional work space on the side;

(e) the chairs provided are sturdy and ergonomically suitable for the size of the child.

Lighting and ventilation

5 The operator shall ensure that —

(a) all rooms used for educational purposes —

(i) have a ceiling height of not less than 7 feet 6 inches;

(ii) have a window, screened against pests, opening directly to open air and so located as to provide light and ventilation to all areas of the room, the total area of such window being not less than 8% of the total area of the room;

(b) where a window or door opens into an obstructed space and is the only window or door providing light and

ventilation for the room that obstruction shall be at least 4 feet from such window or door;

(c) where mechanical ventilation is provided it consists of a method providing equal amount of both supply and exhaust air;

(d) electric lighting is adequate to provide illumination to each child; and

(e) loose electrical cords are secured with duct tape to prevent accidents.

Sanitary conveniences

6 The operator shall ensure that —

(a) not less than one flush toilet and one wash hand basin is provided for every unit of 15 children or part of such a unit;

(b) facilities are not located in any yard, court or other open space;

(c) every bathroom has —

(i) electrical lighting to a minimum of 60 watts;

(ii) walls that are covered with plaster, tiles or other similar material; and

(iii) floors that are waterproofed with materials approved by the Department of Health; and

(d) soap and disposable towels are provided at all times for the children.

External areas

7 The operator shall ensure that —

(a) outdoor areas are free from hazards and maintained in a clean condition; and

(b) all equipment in the areas are free from loose or rusty paints and have no sharp corners;

(c) garbage containers are emptied at regular intervals, are maintained in a clean condition and are kept covered at all times;

(d) reasonable precautions are taken to prevent the admission or harbouring of any rodent, insect or vermin; and

(e) the supply of drinking water complies with the standards established by the Department of Health.

Emergencies

8 The operator shall ensure that —

(a) a fully equipped first aid kit is accessible at the tutoring site and during any field trips; and

(b) policies and procedures are in place to cover any emergencies whether related to health or otherwise.

Staffing

9 The operator shall ensure that in the event of any circumstance necessitating the absence of the operator from the tutorial site there is another suitable person available to operate the site.

Means of escape

10 A tutoring site shall have at least two means of escape from the site and all entrance doors must be fitted with exit free locks approved by the Minister after consultation with the Minister responsible for planning.

Smoke alarm

11 Hardwired interconnected smoke alarm units approved by the Minister responsible for Fire Services must be provided in such rooms as may be designated by that Minister.

Fire separations

12 Openings between kitchen and teaching areas must be fitted with self-closing 1 3/8" or 1 3 3/4" solid core doors with 1" rebates on the frames such doors having been approved by the Minister responsible for Fire Services.

Portable fire extinguishers

13 The tutoring site must be equipped with such number of general purpose fire extinguishers as the Minister responsible for Fire Services may determine and approve.

Fire precautions

14 (1) The operator shall draw up a practical scheme for the evacuation of the premises in case of fire, shall ensure that fire drill including the use of all exits from the premises is carried out by the operator and pupils at least once in every term, and shall keep a record of all such drills in a log book.

(2) The written record shall record the time taken to evacuate the premises during the fire drill.

(3) The operator shall ensure that exits from all classrooms and the premises are free from obstruction at all times.

Dated this 6th day of June, 2003

Minister of Education and Development