Outcome Required

A registered non-government school’s premises and buildings must be satisfactory.

Board of Studies NSW, Registration Systems and Member Non-Government Schools (NSW) Manual, 2010, Section 5.4.

Policy

The built and landscaped environments at Mt St Patrick Primary School must be kept in such condition to ensure that the facilities are adequate:

- for the courses of study provided by the school,
- for the numbers of students in each course, and
- for safe and secure occupancy and use by students, staff and visitors.

Responsibility

The Principal of Mt St Patrick Primary School, in collaboration the Parish Business Manager, Parish Priest, the Parish Finance Committee and with the support of school staff, is responsible for ensuring the school’s built environment is adequately maintained in sound operational condition.

Funding for maintenance of school buildings is primarily the responsibility of Mt ST Patrick Primary School and the Parish.

The Catholic Education Office, through the Schools Resources Division provides an advisory service to assist Mt ST Patrick Primary develop strategies to implement effective maintenance programmes.

Definitions

Built environment: One building, a group of buildings, a part of a building or additions to a building, which are used for a purpose that is connected with the curriculum of the school or college.

Fixtures, which are affixed to a building and are unable, to be detached without substantial damage to the item itself or that to which it is attached, are accepted as part of a building.
Landscaped environment: Includes outdoor play areas, landscaping, play equipment, playgrounds.

Maintenance: Maintenance falls into three broad categories:

1. Essential Maintenance – work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulation, for example:
   - Fire protection systems.
   - Security systems.
   - Ventilation systems.
   - Heating and cooling plant and equipment.
   - Lift services.
   - Electrical equipment safety inspections and testing.
   - Hazardous materials management.
   - Playground equipment.

2. Planned Maintenance – work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building’s fabric including features, for example:
   - Painting previously painted surfaces.
   - Replacement of floor coverings.
   - Replacement of furniture.
   - Annual cleaning.
   - Gutter cleaning.

3. Unforeseen Maintenance – work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for health safety, security or protecting the environment, for example:
   - Blocked drains from stormwater or sewerage.
   - Electrical hazards.
   - Vandalism outside school hours.
   - Water leaks from taps, toilets or bubblers.
Procedures

In accordance with the requirements of Section 39 of the Education Act 1990 as detailed in the Registration Systems and Member Non-Government Schools (NSW) Manual, a registered non-government school must:

- Assess and monitor the current standard and state of repair of facilities, taking into account the requirements of relevant legislation including:
  - Explosives Act 2003

To that effect, Mt St Patrick Primary School has implemented a “Workplace Inspection Occupational Health and Safety – Workplace Inspection proforma - checklist”. The checklist is completed twice a year. The Workplace Inspection Checklist needs to be completed in full. The checklist refers to:

- Chemicals
- Electricity
- Storage
- Furniture
- Floor Coverings
- Ventilation
- Light
- Fire Extinguishers
- Evacuation Clearance

These categories are recorded and qualified on the relevant report. Principal / Assistant Principal takes any necessary corrective action to ensure the unacceptable condition or operation situation is resolved.

In addition to the Workplace Inspection checklist the school has implemented a “Maintenance Book”. This book is located in the Staffroom. Staff members are to record any items that require maintenance in this book. An external maintenance person is then contracted to attend to these issues. If the matter is of an urgent manner a tradesman is notified immediately.

OH&S issues can be raised at staff meetings.

NOTE: If a maintenance issue is identified and it poses an immediate threat, teachers MUST notify the Principal or Assistant Principal immediately.