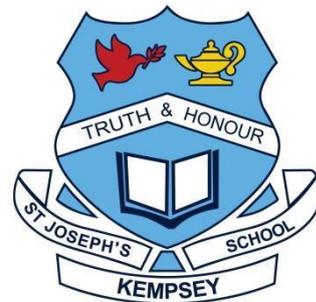


BUILDINGS & GROUNDS POLICY



RATIONALE:

- Students have the right to work and play in a school environment that is safe, secure, attractive and stimulating. Similarly, all staff have the right to work in a safe, secure and attractive environment.

AIMS:

- To ensure that the school's buildings and surrounds are maintained and further developed in a safe, secure and attractive manner.
- To monitor, update and implement both short and long term plans for buildings and grounds improvement.

IMPLEMENTATION:

- School Principal, Parish Priest, College Principal and Parish Administrator will meet and report on issues and present recommendations relating to buildings and grounds matters at each Parish Council meeting.
- The School Executive will be responsible for organising and implementing grounds maintenance contracts and rosters, as well as organising working bees for grounds development projects.
- The Principal is required to consult the approved school council 'Strategic Management Plan' and the 'Grounds Development Plan' prior to embarking upon any facilities or grounds improvement projects for the year.
- All matters associated with buildings maintenance, including audits, tenders and works associated maintenance funding, will be coordinated by the Principal in consultation with the Parish Priest.
- The Principal and Parish Priest will coordinate major and minor projects funded either locally or by the Parish Council and Catholic Education Office.
- All contracts, including cleaning contracts, waste disposal and service contracts will be coordinated by the Principal, as will be any contracts for the hiring of premises or facilities.
- Submissions for additional facilities, or disabilities and impairments resource submissions will also fall under the jurisdiction of the Parish Administrator.
- The Principal approves the use of workers carrying out court induced community service orders for routine maintenance projects.

- For WorkCover purposes it will be minuted annually that Principal approves the use of volunteer workers to carry out schoolwork.
- The Principal/Assistant Principal does not approve the use of mowing equipment during school hours.
- The asbestos policy must be consulted prior to any maintenance works to buildings.
- Staff are required to write in the maintenance register all equipment, facilities or areas of the school that require attention.
- Urgent or unsafe maintenance items need to be removed from use, and brought to the immediate attention of the principal or the OH&S officer as appropriate
- All other issues relating to maintenance are to be brought to the attention of the Principal

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Verified by the School Leadership Team in February, 2016