

3.7 BUILDING AND PREMISES POLICY B

GOAL

This policy gives Lindfield Montessori School guidance and direction to ensure our built environment is in good condition and is a safe and a healthy place in which to learn, teach and visit.

POLICY

Lindfield Montessori School, under the direction of the Director and in collaboration with the Executive Committee, is responsible for ensuring school buildings are adequately maintained in sound operational condition for the courses of study and the number of students in each course. Lindfield Montessori School and their landlords, All Saints Church are responsible for funding the maintenance of school buildings and play areas in accordance with the licensing agreement.

DEFINITIONS

School buildings: Buildings and additions to a building, which are used for a purpose that relates to the curriculum of the school.

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. A school building includes covered outdoor play areas, landscaping, play equipment, playgrounds.

Maintenance: Maintenance falls into three broad categories.:

- 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
 - Ventilation systems
 - Heating and cooling plant and equipment
 - Electrical equipment safety inspections and testing
 - Hazardous materials management
- 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
 - Replacement of softfall mulch
 - Gutter cleaning
 - Major repair or restoration (e.g. roof replacement)

- 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 storm water or sewerage
 - Electrical hazards
 - Vandalism outside school hours
 - Water leaks from taps, toilets

PROCEDURES

In NSW, 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, considering the requirements of relevant legislation including:
 - Dangerous Goods Act 1975
 - Explosives Act 2003
 - Work Health and Safety Act 2011
 - Work Health and Safety Regulations 2011
- **Workplace Inspections are carried out twice a year (Term 1 and 4)** at Lindfield Montessori School to identify structures/items in need repair and maintenance is carried out as soon as possible.
- Lindfield Montessori School will carry out maintenance as required through risk assessment identification.
 - Essential maintenance
 - Planned Maintenance
 - Establish a reasonable budgetary allowance for unforeseen maintenance

Unforeseen Maintenance

The procedure to ensure unanticipated breakdowns and disruptions to the operation of the school are minimized and/or rectified include the following steps:

1. All employed persons are required under WHS regulations to note any hazard on a Hazard Report Form and submit it to the Director.
 - Clearly identify the location
 - Identify the problem, example: Water dripping from cistern
 - Sign and date the form

2. The Principal will check each Hazard Report Form submitted and prioritise the maintenance required. Together, with the Executive Committee, t-he Administrator will contact the required company.
3. The assigned contractor shall attend the school and undertake the following:
 - Sign in on arrival
 - Clarify the reason for the visit with the school contact person
 - Rectify the problem
 - Advise the school the problem has been rectified or explain and quantify possible delay
 - Certify that work has been completed or that successful completion is delayed
4. The Principal shall ensure the contractor is made aware of the following:
 - School protocols with respect to student and staff safety.
 - Ensure the site is accessible and isolated.
5. The School will only hire certified tradespeople.

Urgent Maintenance

All staff shall take any necessary corrective action to make safe a hazardous situation as a result of unforeseen emergency or accidents, which may place students and staff at immediate risk. Such incidents must be notified to the Director when the students and /or staff are safe. This information is recorded in the Hazard Report form.

Relevant Legislation	NESA
Related Policies	Building and Premises Policy A Incident, Injury, Trauma and Illness Policy Emergencies and Evacuation Policy Managing Risks Policy
Sources & Further Reading	

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
January 2022	Checked regulations, updated copy	2024